

DECENTRALIZED PROCEDURES

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DECENTRALIZED PROCEDURES (Cont.)

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10.1 (Rev. 02/98)

DECENTRALIZATION PROCEDURES

EMPLOYMENT HISTORY

- STEP 1 - Review employment history (HIST) and line 12 on the turnaround PAR to verify that all necessary transactions have been documented for Out-of-Sequence packages.
- STEP 2 - For Out-of-Sequence packages verify that 9999 is entered as the DPN (item 010) on all padded PARS.
- STEP 3 - Be sure the last padded PAR in an Out-of-Sequence package has the letters "CLF" written in item 205 (transaction code), in addition to the transaction code.
- STEP 4 - Determine if the transaction is to be keyed by PPSD or your department (see page 10.2).
- STEP 5 - Check the Civil Service Decentralized calendar to determine authorized keying times (see page 10.3, 10.3.1).
- STEP 6 - Assign a PSD Reference Number to each transaction that will be keyed by your department today. (See Page 10.4 & 10.5).
- STEP 7 - Logon to the system.
- STEP 8 - Key enter transactions. (See pages 10.10 through 10.14 for PAR update instructions or pages 10.15 through 10.22 for EAR update instructions).
- STEP 9 - After updating the final PAR in each out-of-sequence package complete the clear flag (CLF) process to reactivate the employee's record (see page 10.11.2).
- STEP 10 - Logoff the system.
- STEP 11 - At the end of the day, submit only those documents which must be processed/keyed by PPSD. Partially keyed packages are to be submitted with the unkeyed documents.

DO NOT KEY TRANSACTIONS WHICH MEET ANY OF THE CONDITIONS BELOW; SUBMIT THEM TO PPSD FOR KEYING. IF ANY TRANSACTION IN A PACKAGE MEETS ANY OF THESE CONDITIONS, SUBMIT THE ENTIRE PACKAGE TO PPSD FOR KEYING.

- OUT-OF-SEQUENCE TRANSACTION INVOLVING MULTIPLE DEPARTMENTS
- R01 VOIDS
- VOID/CORRECTION TO ADVERSE ACTIONS/REJECTION DURING PROBATIONARY PERIOD DUE TO APPEAL PROCESS
- ADVERSE ACTION "EXCEPTIONS" REFER TO 5.70
- 105 TRANSACTION
- EMERGENCY APPOINTMENT FOR NEGATIVE ATTENDANCE EMPLOYEE AND ITEM 615 IS NOT COMPLETED
- ITEM 105 IS COMPLETED WITH "SS5"
- ITEM 952 IS COMPLETED
- ITEM 999 IS COMPLETED
- S99 TRANSACTION
- VOID OF SEPARATION WITH LUMP SUM AND/OR LUMP SUM EXTRA HOURS AND REPORTING SEPARATION WITH A DIFFERENT EFFECTIVE DATE.
- ADDING ADDITIONAL FEDERAL OR STATE WITHHOLDING AND LAST NAME CONTAINS AN APOSTROPHE AND/OR HYPHEN.



10.3 (Rev. 02/95)

CIVIL SERVICE DECENTRALIZED CALENDAR

On a monthly basis, PPSD provides decentralized departments with a calendar depicting:

- . availability of the system
- . the Julian date for each calendar day
- . the date of the MSA Update
- . cut-off dates
- . no payroll cycle dates
- . dates of Employment History Data Base Restore Process

System Availability

The primary purpose of the calendar is to allow you to determine when the system is available for inquiry and updating. Normally, inquiry and updates are accepted between the hours of 7 a.m. and 6 p.m., Monday through Friday.

There are times when PPSD must set all users to inquiry only, regardless of their level of authority. These dates are identified on the calendar by the statement "Inquiry Only".

PPSD will notify departments if it becomes necessary to change the system's availability after the calendar has been issued.

Julian Date

The Julian date is provided for use in completing the Keyed Transactions Control Sheet (PSD 166/166A/166B/166C).

Date of MSA Update

This is the date PPSD runs the MSA Mass Update. After the MSA Update is run, you should avoid keying any transactions for employees included in the update until the MSA turnaround PAR is received.

No Payroll Cycle Dates

Normally, there is a daily payroll cycle Monday through Friday. Exceptions are holidays and dates on the calendar which reflect the statement "No Payroll Cycle". Transactions keyed on no payroll cycle dates will not process through the payroll system until the next payroll cycle date.

(continued on next page)



10.3.1 (Rev. 08/94)

CIVIL SERVICE DECENTRALIZED CALENDAR (cont.)

Dates of Employment History Data Base (EHDB) Restore Process

These are the dates PPSD runs the EHDB restore process to re-establish INACTIVE EHDB records to the ACTIVE EHDB. The process is normally run every Wednesday night. However, due to holidays, payroll master cut-off and other situations, the process may occur other than on Wednesday night or not at all within a given week. The process is identified on the calendars as 'EHRESTORE'.

Refer to page 10.25 for instructions for restoring an INACTIVE EHDB record to the ACTIVE EHDB.

KEYED TRANSACTIONS CONTROL SHEET

(PSD 166, 166A, 166B, 166C)

(Rev. 09/03)

The Keyed Transactions Control Sheet is used to obtain the PSD Reference Number Everyone in your office must obtain his/her number(s) from the same sheet. A new sheet must be started each keying day. Departments are not required to keep a copy of the coded PAR or EAR with the Control Sheet (Key Log).

FOR DEPARTMENTS DECENTRALIZED PRIOR TO SEPTEMBER 1984, USE FORM PSD 166/166A.

(See PAM pages 1.8-1.11b for conversion dates and Department ID's.)

1. Start with Form PSD 166. Make sure these items are completed:
 - DEPT ID (two digits assigned by PPSD)
 - JULIAN DATE (today's three digit julian date provided on the Civil Service Decentralized Calendar)
2. Write (dept) - (julian date) - (sequential number) on each document you are going to key today.
 - All PAR's and attachments in a PACKAGE get the SAME sequential number.
 - Everything else gets a different sequential number.
 - Write your initials on the control sheet beside each sequential number you take.

EXAMPLE:

STATE OF CALIFORNIA
EMPLOYEE ACTION REQUEST **01-025-0002**

PERSONNEL OFFICE USE
01 051 001

NEW EMPLOYEE WITHHOLDING ALLOWANCE CHANGE ADDRESS CHANGE NAME CHANGE FUTURE CONTROL

TO: 123 45 6789 SMITH JOHN

STATE OF CALIFORNIA
PERSONNEL ACTION REQUEST **01-025-0001**

PLEASE PRINT CLEARLY OR TYPE—MAKE NO ENTRIES IN SHADED AREAS

TO: 123-45-6789 SMITH

POSITION NUMBER: AGENCY 120 UNIT 001 CLASS 1854 SERIAL 903

DEPT CODE: 34

BIRTH DATE: 07/04/50

STATE OF CALIFORNIA
PERSONNEL ACTION REQUEST **01-025-0001**

PLEASE PRINT CLEARLY OR TYPE—MAKE NO ENTRIES IN SHADED AREAS

TO: 123-45-6789 SMITH JOHN

POSITION NUMBER: AGENCY 120 UNIT 001 CLASS 1854 SERIAL 903

DEPT CODE: 34

BIRTH DATE: 07/04/50

3. If more than 100 numbers are needed for the same keying day:
 - Use Form PSD 166A. Make sure DEPT ID and JULIAN DATE are completed at the top (same as for PSD 166).
 - Enter Sequential Numbers as needed, continuing with 0101, 0102, 0103, etc.
 - Write PSD Reference Number on document and initial Form PSD 166A per instructions in #2 above



10.5 (Rev. 11/88)

FOR DEPARTMENTS DECENTRALIZED SEPTEMBER 1984 OR LATER, USE FORM PSD 166B/166C. (See PAM pages 1.8-1.11b for conversion dates and Department ID's.)

1. Start with Form PSD 166B. Make sure these items are completed:

- DEPT ID (two digits assigned by PPSD)
- JULIAN DATE (today's three digit julian date provided on the Civil Service Decentralized Calendar)
- DEPT ID (one digit assigned by PPSD)

2. Write (dept id) - (julian date) - (dept id) - (sequential number) on each document you are going to key today.

- All PAR's in a PACKAGE get the SAME sequential number.
- Everything else gets a different sequential number.
- Write your initials on the control sheet beside each sequential number you take.

EXAMPLE:

STATE OF CALIFORNIA
EMPLOYEE ACTION REQUEST **31-025-1-002**

PERSONNEL OFFICE USE
A: 051 001

CHECK ONE OR MORE BOXES AND COMPLETE LISTED SECTIONS RETURN COMPLETED FORM TO YOUR PERSONNEL OFFICE. USE BALLPOINT PEN AND PRINT CLEARLY. NO CARBON REQUIRED.

B: New Employee SECTIONS C, E, F, G, H, I
 C: Withholding Allowance Change SECTIONS C, E, I
 D: Address Change SECTIONS C, E, I
 E: Name Change (Arbeits Scheinnummer) SECTIONS C, E, I
 F: Belated Correction SECTIONS C, H, I

01 SOCIAL SECURITY NUMBER: 123 45 6789
 02 EMPLOYEE LAST NAME: SMITH
 03 FIRST NAME AND MIDDLE INITIAL: JOHN
 04 FORMER NAME (Last, First and Middle)

STATE OF CALIFORNIA
PERSONNEL ACTION REQUEST **31-025-1-001**

PLEASE PRINT CLEARLY OR TYPE—MAKE NO ENTRIES IN SHADED AREAS

01 SOCIAL SECURITY NUMBER: 123-45-6789
 02 EMPLOYEE LAST NAME: SMITH
 03 FIRST NAME AND MIDDLE INITIAL: JOHN

04 AGENCY: 051
 05 UNIT: 001
 06 CLASS: 1854
 07 SERIAL: 903

08 DEPT ID: 34
 09 COUNTY CODE: 34
 10 OTHER POSITION: 07/04/60
 11 PATH DATE: 07/04/60
 12 APPR DATE: 07/04/60

015 REFERENCE NUMBER: 2 2
 016 DOCUMENT PROCESSING NUMBER: 0001

STATE OF CALIFORNIA
PERSONNEL ACTION REQUEST **31-025-1-001**

PLEASE PRINT CLEARLY OR TYPE—MAKE NO ENTRIES IN SHADED AREAS

01 SOCIAL SECURITY NUMBER: 123-45-6789
 02 EMPLOYEE LAST NAME: SMITH
 03 FIRST NAME AND MIDDLE INITIAL: JOHN

04 AGENCY: 051
 05 UNIT: 001
 06 CLASS: 1854
 07 SERIAL: 903

08 DEPT ID: 34
 09 COUNTY CODE: 34
 10 OTHER POSITION: 07/04/60
 11 PATH DATE: 07/04/60
 12 APPR DATE: 07/04/60

015 REFERENCE NUMBER: 1 2
 016 DOCUMENT PROCESSING NUMBER: 0000

3. If more than 100 numbers are needed for the same keying day:

- Use Form PSD 166C. Make sure DEPT ID, JULIAN DATE, and DEPT ID are completed at the top (same as for PSD 166B).
- Enter Sequential Numbers as needed, continuing with 101, 102, 103, etc.
- Write PSD Reference Number on document and initial form PSD 166C per instructions in #2 above.

10.6 (New 05/97)

CANCELLED PSD REFERENCE NUMBER
(PSD 165)

Form PSD 165 no longer in use.

PARTIALLY KEYED OUT-OF-SEQUENCE TRANSACTION PACKAGE

Below are instructions for documenting and submitting Partially Keyed Out-of-Sequence Transactions Package(s).

If, after contacting PPOB Liaison, the error message(s) cannot be resolved, **DO NOT ATTEMPT TO PLACE THE RECORD BACK IN SERVICE**. As instructed, submit the out-of-sequence package to PPSD for processing.

Include the following in the package:

- **Copies** of PAR(s) that updated before the error message was received. (Retain the original PAR(s) that updated.)
- PAR(s) that produced the error(s).
 - a) Screen print of audit error message(s) received.
 - b) Indicate the reason in Line 10 of the PAR.
 - c) Complete Line 11, appointing power signature, date and the phone number and contact person.
- Attach a copy of the audit error message(s).
- All remaining unkeyed PAR(s) in the out-of-sequence package.

10.8 (Rev. 05/01)

OUT-OF-SEQUENCE CANNOT BE KEYED PACKAGE

Any PAR transaction(s) in an Out-of-Sequence Package that meets any condition(s) on the **DO NOT KEY** list (PAM page 10.2) **must** be submitted to PPSD to process.

- List the condition(s) in Line 10 of the PAR.
- Complete Line 11, appointing power signature, date and phone number and contact person.
- Submit the entire package to PPSD for processing.

PAM

10.9 (Revised 11/09)

PROCEDURES FOR USE

1. When error is discovered and there is one Social Security number on data base:
 - a. Wait for the turnaround PAR.
 - b. Complete a 105 Transaction and attach a copy of the employee's **signed** Social Security card.
 - c. Note in Line 10: "SSN keyed incorrectly".
 - d. DO NOT KEY the 105 Transaction. Submit 105 Transaction and a copy of the employee's signed Social Security card to PPSD.
 - e. DO NOT submit or key any other documents until the turnaround PAR is received with the correct SSN. (EXCEPTION: If known what the incorrect Social Security number was keyed as – department can key EAR for tax purposes).

2. When error is discovered and there are two Social Security numbers on the data base:
 - a. Submit the incorrect turnaround PAR with a copy of the employee's signed Social Security card to PPSD.
 - b. Note in Line 10: "Employee on data base with two SSN's."
 - c. DO NOT COMPLETE, SIGN OR KEY THE TURNAROUND PAR.

- If Employee cannot find Social Security card:
 1. Need to get document from the Social Security Administration.

- If error is discovered and the Employee is no longer employed by the State of California:
 1. Submit copy of letter showing the Department attempted to contact the Employee and received back no reply, along with a copy of the signed EAR form that employee completed at the time of hire.



10.10 (Rev. 08/94)

PAR UPDATE

```

PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION
TYPE  --SSA #--  -POSITION #-
PAR
EAR
RST
HIST
PSN
OR IF UPDATE IS DESIRED, ENTER PSD FILE REFERENCE #  941000111
AND FILL IN THE APPROPRIATE INFORMATION BELOW
TYPE  --SSA #--  -POSITION #-  -----TRANSACTION CODES-----  -DOC-  EMLY
NUMBER  STATUS
PAR  111223333  NO1  ,  ,  ,  0000  1
EAR
RST
RQST
CORRECTED TRANS ID (960)  -  -  -

```

PROMPTER
SCREEN

Information entered on the prompter screen identifies to the computer the record you wish to update and the transaction to be processed.

The system will only allow you to update records for employees currently employed with your department, last employed with your department, or being appointed to your department, and who are on the ACTIVE EHDB.

Key in the following information:

- PSD FILE REFERENCE #
- SSA #
- POSITION #--ONLY when employee has additional position(s) or when adding an additional position. Use position number shown in shaded area of TAD PAR or position number of new additional appointment.
- TRANSACTION CODE--Key only one per document.
- DOC NUMBER--use number computer generated in Item 010 on TAD PAR; use number written in Item 005 or 010 on Padded PAR.
- EMLY STATUS--is PAR Item 450 (Prior State Service). Key ONLY if code is written in unshaded area. (See PAM page 10.11 for special keying instructions.)

(continued on next page)

PAM

10.10.1 (Rev. 12/89)

PROMPTER
SCREEN
(cont.)

- CORRECTED TRANS ID (960)---is PAR Item 960. Key ONLY if correcting or voiding a transaction.

After verifying the information you have keyed, press ENTER to receive the first (PAR 1) update screen.

PROMPTER
SCREEN
MESSAGES

If data keyed on the prompter screen is invalid or incomplete, a message will display at the bottom of the screen. Most messages can be resolved by reviewing data keyed and/or prompter screen instructions on the preceding page. Messages requiring more extensive research are explained below:

MESSAGE: DOCUMENT PROCESSING NUMBER IS INVALID

MEANS: You are not using the most current TAD PAR.

TRANSACTION PROCESSED - NOT ON TURNAROUND PAR BEING KEYED

ACTION: Inquire Employment History (HIST) to determine what transaction is most current.

- Locate the current turnaround PAR. If unable to locate the current turnaround PAR, request a duplicate. This can be accomplished by bringing up the "RQST" screen.
- Determine the impact of the new transaction (in the latest TAD) to what you are currently documenting.
- Complete further documentation if necessary.
- Key documentation accordingly.

HISTORY AND TURNAROUND PAR THE SAME

ACTION: Inquire Employment History (HIST). In comparing the employment history screen and line 12 of the turnaround, there are no differences in the transactions posted.

However the documenting processing number is still invalid.

- Inquire the position sequence number screen to identify the current DPN.
- Use the DPN closest in value to the one in the turnaround PAR.
- Indicate the correct DPN in item 010 on the turnaround PAR.
- Key documentation accordingly.

PAM

10.10.2 (Rev. 05/01)

MESSAGE: THIS POSITION HELD BY CSUC EMPLOYEE

MEANS: Employee's only position on the data base is with a California State University (there is NO existing Civil Service position on EHDB system).

ACTION: Enter the employee's SSA# on the POSITION SCREEN to verify the CSU position number and name. If the employee's current name is different than the name shown on the EHDB system, a name change must be processed for the employee (see "A" below).

1. Recode the padded PAR as an additional position:
 - Enter "0000" in the Item 010 – Document Processing Number.
 - Enter "X" in Item 135 – Other Position.
 - Line through entry in Items 140 – Birthdate, 440 – Sex, 445 – Ethnic Origin (this information required on the CSUC transaction when it was updated to the EHDB system).
 - Enter "4/1" in Item 450 – Prior State Service (the 4 is keyed on the prompter screen; the 1 is keyed on the update screen).
 - Enter Item 850, Code 1 on Line 8
2. Key the PAR (and EAR, if any).
 - **The NEW position number must be entered on the prompter screen when updating the record to the system.**

A. PROCESS A NAME CHANGE EAR WHEN:

Employee has a CSU position (only position on the data base) and is appointed to a CIVIL SERVICE position (new position sequence created on the data base) with a different NAME.

The NAME CHANGE EAR for this condition MUST be keyed AFTER the PAR has been updated. A Security Violation message will be generated by the system if the department tries to process the EAR prior to updating the PAR.

(continued on next page)



10.10.3 (Rev. 11/94)

Although the name change will reflect on the system when the EAR is keyed after the PAR, the new name will not reflect on the PAR document until a subsequent PAR transaction is processed.

COMPLETE EAR AS FOLLOWS:

<u>Item</u>	<u>Enter</u>
B.05	X
C.01	Social Security Number
C.02	Last Name
C.03	First Name (if changing)
D	Former Name
I	Employee Signature/Date
J	Signature

NOTE: A copy of the SSA card MUST be attached to the EAR as authorization when reporting a name change.

Additional instructions on EAR documentation and processing may be found in PAM Sections 6 and 10.

MESSAGE: RECORD IS ON THE INACTIVE FILE

MEANS: Employee's record was purged and moved to the INACTIVE EHDB.

ACTION: To process a transaction to the record, the record must first be restored to the ACTIVE EHDB. Refer to page 10.25 for instructions.

10.11 (Rev. 12/90)

PAR UPDATE SCREENS -

PAR update is accomplished by keying information on 1, 2 or 3 update screens. PAR items appear on these screens in the same order as they appear on the document. The screens are broken down as follows:

- PAR 1 Update Screen = Lines 1-4
- PAR 2 Update Screen = Lines 5 & 6
- PAR 3 Update Screen = Lines 7-10

KEYING PAR ITEMS - Unless otherwise noted below, PAR items are to be keyed exactly as written on the document.

- Item 005 SEQUENCE NUMBER cannot be keyed, however transaction packages are to be keyed in sequence number order.
- Item 010 Is keyed on the prompter screen only. 9999 will be keyed on the prompter screen for each padded PAR in an out-of-sequence package. Padded PARS in a package keyed on a current basis will indicate one document processing number higher than the last PAR keyed.
- Item 105 SOCIAL SECURITY NUMBER is keyed on the prompter screen only.
- Item 110 EMPLOYEE LAST NAME - Do not key a space between special characters or compound names. Key two spaces between last name and suffix. Use space bar only. If employee has only one name, key name in this field.
- Item 111 FIRST NAME AND MIDDLE INITIAL - Do not key period after initial(s). If employee has no first name or middle initial, key one space.
- Item 205 TRANSACTION CODE is keyed on the prompter screen. CLF will be keyed on the prompter screen (in the transaction code field) following update of the last padded PAR in an out-of-sequence package (see page 10.11.2 for reactivating employees record).
- Item 351 ESTABLISHED EARNINGS - Do not tab or space between indicator and ID; key as one (e.g. L8B).

10.11.1 (Rev. 08/05)

KEYING PAR ITEMS (Cont.)

GSI - This field is used for denoting the OLD salary rate prior to the GEN Mass Update. Use only when instructed by PPSD.

Item 450 -PRIOR STATE SERVICE

If completed with code 4: Key 4 on prompter screen, leave blank on update screen.

If completed with code 1/2 or 1/3: Key 1 on prompter screen, key 2 or 3 on update screen.

If completed with code 3/1 or 4/1: Key 3 or 4 on the prompter screen, key 1 on update screen.

Item 606 TIME TO BE PAID (NEW) must be keyed on first line.

Item 607 TIME TO BE PAID (OLD) must be keyed on first line.

Item 655 FIXED MAINTENANCE will be considered as a whole dollar amount if a decimal point is not keyed.

Item 715 SERVICE PAY PERIOD - Key "N" for non-qualifying pay period or "Q" for qualifying pay period; then key month and year.

LINE 8/9 ITEMS

If Line 8/9 items are displayed on update screen AND still apply, key additional line 8/9 items in the next available space.

Item 866 LEAVE OF ABSENCE SUBSTANTIATION, SPECIAL - If entry is written on line 9, key on line 9.

Item 877 LUMP SUM PAYMENT DEFERRAL cannot be keyed.

Item 960 CORRECTED TRANSACTION IDENTIFIER is keyed on the prompter screen only.

LINE 10 REMARKS cannot be keyed.

OVERLAYING DATA - If keying new data over current data and current data is longer than new data, press the ERASE EOF key before or after keying new data. This is necessary for correct overlaying of data.

SUCCESSFUL UPDATE - If your transaction has successfully updated, the prompter screen will automatically reappear with the message "RECORD HAS BEEN SUCCESSFULLY ADDED TO THE DATA BASE" or "UPDATE SUCCESSFULLY COMPLETED". After receiving either message, write your initials and the date in the Keyed by Initials and Date area in Line 10 on the PAR document.

10.11.2 (Rev. 12/90)

KEYING PAR ITEMS (Cont.)

CLEAR FLAG PROCESS(CLF) - When an out-of-sequence package is processed, the record for that employee will be placed out-of-service. This condition will make the record inactive and no adjustments or payments will be generated. After the last PAR in an out-of - sequence package has been keyed the record must be reactivated by following the instructions below:

Key the following information on the prompter screen

- PSD reference number
- Social Security number
- Position number (if required)
- Transaction code CLF (for clear flag)
- 9999 for document processing number

PROMPTER SCREEN

EXAMPLE:

```
PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION
TYPE          --SSA #          -POSITION #
PAR
EAR
RST
HIST
PSN
OR IF UPDATE IS DESIRED, ENTER PSD FILE REFERENCE # 881739984
AND FILL IN THE APPROPRIATE INFORMATION BELOW
TYPE          SSA #          POSITION #          TRANSACTION CODES          DOC          EMPLY
NUMBER STATUS
PAR 311111119          CLF , , ,          9999
EAR
RST
RQST
CORRECTED TRANS ID (960) - - -
```

When the above information has been keyed, press the ENTER key. This will automatically bring up the Request Verification screen.

- Enter an "X" next to PAR and press ENTER. This will generate an updated PAR and return you to the prompter screen.



10.11.3 (New 06/91)

KEYING PAR
ITEMS (cont.)

REQUEST VERIFICATION SCREEN

EXAMPLE:

PERSONNEL SERVICES DIVISION
REQUEST VERIFICATION

POSITION NUMBER: 051-012-0373-027
DATE: 05-05-86

SSN: 311 11-1110
FIRL NAME: MARCUS
NICHAN M.

FOR VERIFICATION THE SELECTIONS WILL BE THE APPROPRIATE INFORMATION BELOW

TYPE: (CHECK ONLY)

EMP
FBI
FED
INDIA
MILITARY

The final step in the clear flag process is to go into History and verify that the record has been reactivated and the appropriate transactions were keyed and have been updated.

EMPLOYEE HISTORY SUMMARY SCREEN
(Before clear flag process)

EXAMPLE:

10/27/88 EMPLOYEE HISTORY SUMMARY PAGE 1 OF 1
SSN: 327-27-2229 NAME: BREZZI, SIPPERS, J HISTORY SPD

EFF DATE	SPAN	ACT-UNIT	CLASS	SER	SPN	AGENCY	EMP DATE	PSD	REF	TYPE	ID
07/01/88	MSAC	525-032-8740-006	MY/ADM				07/06/88	082450048	B		
07/01/88	MSAD	525-032-8740-006	MY/ADM				06/20/88	081819990	B		
07/01/88	ADAC	525-009-8740-004	MY/ADM				10/25/88	08290032	A	F	
07/01/88	ADMD	525-032-8740-006	MY/ADM				09/07/88	082450048	A	F	
07/01/88	A1J	525-009-8740-004	MY/PPC	POL	A		07/01/88	082450048	A		
07/01/88	ADJ	525-611-8740-906	MY/IF	D	DIF		09/01/88	082450048	BA		
01/01/88	CEM	525-032-8740-006	MY/ADM				01/15/88	080089999	B		
07/01/87	AD4	525-032-8740-006	MY/ADM				09/09/87	112520007	AC	F	
07/01/87	AD1	525-611-8740-906	MY/IF	D	DIF		09/09/87	112520007	BAC	F	
07/01/87	AD3	525-611-8740-906	MY/IF	D	DIF		09/09/87	112520007	A		
05/04/87	AD6	525-032-8740-017	MY/ADM				05/15/87	111350107	AC	F	
07/01/86	CEM	525-611-8740-105	MY/IF	D	DIF		07/03/86	081899999	B		
07/01/86	MSA	525-611-8740-105	MY/IF	D	DIF		07/27/86	080589990	B		
07/01/85	CEM	525-611-8740-105	MY/IF	D	DIF		07/11/85	082009999	B		
03/11/85	AD1	525-611-8740-105	MY/IF	D	DIF		04/01/85	110910064	BAC	F	

-----M I S T O R Y T Y P E S-----
A - APPL C - EMP COMD E - PEEMP COMD G - APPL CERT I - GEN PAYROLL
P - SALARY R - SERVICE F - SEPARATION H - RETIREMENT J - SEP PAYROLL
SELECT PAYROLL AUDITS OR HISTORY TYPES:
129-012 ADDITIONAL HISTORY AVAILABLE - CONTACT PSD REP.

(After Clear Flag Process)

10/27/88 EMPLOYEE HISTORY SUMMARY PAGE 1 OF 1
SSN: 327-27-2229 NAME: BREZZI, SIPPERS, J HISTORY SPD

EFF DATE	SPAN	ACT-UNIT	CLASS	SER	SPN	AGENCY	EMP DATE	PSD	REF	TYPE	ID
07/01/88	MSAC	525-032-8740-006	MY/ADM				07/06/88	082450048	B		
07/01/88	MSAD	525-032-8740-006	MY/ADM				06/20/88	081819990	B		
07/01/88	ADAC	525-009-8740-004	MY/ADM				10/25/88	08290032	A	F	
07/01/88	ADMD	525-032-8740-006	MY/ADM				09/07/88	082450048	A	F	
07/01/88	A1J	525-009-8740-004	MY/PPC	POL	A		07/01/88	082450048	A		
07/01/88	ADJ	525-611-8740-906	MY/IF	D	DIF		09/01/88	082450048	BA		
01/01/88	CEM	525-032-8740-006	MY/ADM				01/15/88	080089999	B		
07/01/87	AD4	525-032-8740-006	MY/ADM				09/09/87	112520007	AC	F	
07/01/87	AD1	525-611-8740-906	MY/IF	D	DIF		09/09/87	112520007	BAC	F	
07/01/87	AD3	525-611-8740-906	MY/IF	D	DIF		09/09/87	112520007	A		
05/04/87	AD6	525-032-8740-017	MY/ADM				05/15/87	111350107	AC	F	
07/01/86	CEM	525-611-8740-105	MY/IF	D	DIF		07/03/86	081899999	B		
07/01/86	MSA	525-611-8740-105	MY/IF	D	DIF		07/27/86	080589990	B		
07/01/85	CEM	525-611-8740-105	MY/IF	D	DIF		07/11/85	082009999	B		
03/11/85	AD1	525-611-8740-105	MY/IF	D	DIF		04/01/85	110910064	BAC	F	

-----M I S T O R Y T Y P E S-----
A - APPL C - EMP COMD E - PEEMP COMD G - APPL CERT I - GEN PAYROLL
P - SALARY R - SERVICE F - SEPARATION H - RETIREMENT J - SEP PAYROLL
SELECT PAYROLL AUDITS OR HISTORY TYPES:
129-012 ADDITIONAL HISTORY AVAILABLE - CONTACT PSD REP.

ONCE YOU HAVE CLEARED THE FLAG (CLF), DO NOT KEY ANOTHER TRANSACTION FOR THAT EMPLOYEE UNTIL YOU GET A TURNAROUND DOCUMENT.

PAM

10.12 (New 09/88)

SUPPRESSION OF CURRENT DATA

Current data will not display on update screens when appointing an employee from another department or when correcting a transaction (e.g. A01C). However, current data is on the data base. Key only what is completed on the document.

PAGING

After data is keyed and verified on an update screen, press ENTER to advance to the next screen.

If you are on the PAR 2 or PAR 3 screen and wish to verify or correct information on a previous screen:

- .Move cursor to PAGE NUMBER field.
- .Key in desired page number (1 or 2).
- .Press ENTER.
- .After data is verified/changed, press ENTER to advance to succeeding screens.

NOTE: If you are keying on PAR 3 and page back to PAR 1 or 2, data keyed on PAR 1 and 2 are saved; data keyed on PAR 3 must be keyed again. If you are keying on PAR 2 and page back to PAR 1, data keyed on PAR 2 must be keyed again.

HIGHLIGHT CONDITION

A highlighted field title indicates an error has been made in that field. When this occurs:

- .Move cursor to highlighted field.
- .Correct the information.
- .Press ENTER.

If you are not sure why the field is highlighting, refer to KEYING PAR ITEMS on page 10.10 to see if there are any special requirements for keying in that field. If there are not, return to prompter screen and try entering again.

TAD AUDIT ERROR MESSAGE

A message received on the "TAD AUDIT ERROR DECISION SCREEN" indicates an error has been made on the transaction. To review data you have keyed:

- .Key a "C" in OPERATOR CODE.
- .Press ENTER. (This returns the PAR 1 screen.)
- .After data on PAR 1 is verified/changed, press ENTER to advance to succeeding screens and verify/change data on those screens as needed.



10.12.1 (Rev. 02/98)

TAD AUDIT ERROR
MESSAGE (con't.)

NOTE: The message "NONE OF THE TYPE 4 FIELDS FOR THIS TRANSACTION WERE ENTERED" means a required PAR item for the transaction was not keyed.

If you feel your data is correct as keyed, but the message cannot be resolved, contact the Liaison Unit for assistance. Be prepared to cite the identifying number and message(s) you received in its entirety.

When an error message is received on a PAR in an out-of-sequence package and it cannot be resolved by you, DO NOT key the remaining PARS in the out-of-sequence package. Follow the instructions on page 10.7.

TERMINATING A
TRANSACTION

ERRORS FOUND
AFTER UPDATE

To terminate a transaction you are updating, press the PA1 key or logoff.

If an error is found by Personnel Operations after your transaction has updated, your agency will be contacted and asked to make the correction.

If you receive an audit error message or discover a key entry error, refer to the procedures on the following pages.

**RESOLVING TRANSACTION CODING OR KEY ENTRY ERRORS ON PAR
TRANSACTIONS**

(Rev. 09/03)

Listed below are procedures to follow if a transaction coding error or key entry error is discovered on a PAR transaction.

ERROR: TRANSACTION KEYED BY DEPARTMENT; SHOULD HAVE BEEN KEYED BY PPSD
ACTION: Call the Liaison Unit for instructions.
ERROR: PSD REFERENCE NUMBER
ACTION: 1. Same date as keyed A. If key error made on transaction within a package, key remaining transactions under the correct number. B. Call the Liaison Unit for further instructions. 2. Different date than keyed Call the Liaison Unit for instructions.
ERROR: SOCIAL SECURITY NUMBER
ACTION: Follow the instructions on page 10.9.
ERROR: TRANSACTION CODE AND/OR EFFECTIVE DATE
ACTION: 1. If out-of-sequence, call the Liaison Unit for instructions. 2. If NOT out-of-sequence: A. Wait for the turnaround (TAD) PAR before taking any action. B. When TAD PAR is received, correct per PAM Section 9 and submit to PPSD for keying.

ERROR: PAR ITEM OTHER THAN SOCIAL SECURITY NUMBER,
TRANSACTION CODE OR EFFECTIVE DATE

ACTION: 1. If same date as keyed and transaction is NOT on "DO NOT KEY" list
and correction can be keyed today:

A. Complete a padded PAR to correct

- PSD REFERENCE NUMBER - use same number assigned to original transaction.
- DOCUMENT PROCESSING NUMBER - use one number higher than DPN on original transaction.
- ITEM 005 - enter Sequence Number (also enter on original transaction).
- ITEM 105 - enter employee Social Security Number.
- ITEM 110 - enter employee Last Name.
- ITEM 205 - enter original Transaction Code followed by a "C".
- ITEM 210 - enter original Effective Date and Hours, if any.
- ITEM 960 - enter position number of transaction to be corrected.
- LINE 10 - enter "KEY ERROR" in Remarks.
- Lines 1 through 10 - enter the correct information in those items which need correcting only. If deleting information, refer to the PAR Item Deletion Chart on page 9.13 to determine appropriate entry.
- Complete Appointing Power Signature, Date, Phone and Contact Person.

B. Key the transaction.

2. If different date than keyed; or transaction IS on "DO NOT KEY" list;
or correction cannot be keyed today:

A. Wait for the TAD PAR before taking any action.

B. When TAD PAR is received, correct per PAM Section 9.

C. Submit or key according to procedures on page 10.1.

CS/EXEMPT AUTOMATED AUDITS

ERROR: 122-01 CLASS HAS BEEN ABOLISHED

ACTION: The class code reflected on the transaction must be active for the effective date of the transaction. Take one or more of the following steps to resolve the audit error:

1. Verify that the class code (Item 122) and effective date (Item 210) are documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check the online Payscales to determine if the class code (Item 122) is active for the effective date of the transaction.
3. If the online Payscales shows that the class code is abolished for the effective date of the transaction and the class code was re-established per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the class code is active for the effective date of the transaction.
4. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 122-02 APPT TENURE OR TRANS CODE INVALID FOR CLASS 9999

ACTION: If appointment is to Class Code 9999, then the transaction must equal an A02 and the appointment tenure must equal 'E' (Emergency) or 'R' (Retired Annuitant). Take one or more of the following steps to resolve the audit error:

1. Verify that the class code (Item 122), transaction code (Item 205) and appointment tenure (Item 410) are documented correctly and keyed correctly on the transaction.
2. If the transaction code was documented/keyed incorrectly, terminate the update and re-key the correct transaction code on the prompter screen.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

CS/EXEMPT AUTOMATED AUDITS

ERROR: 122-03A INVALID TRANSACTION CODE FOR CLASS 8981

ACTION: The transaction code reflected on the transaction must be equal to an 'A02'. Take one or more of the following steps to resolve the audit error:

1. Verify that the transaction code (Item 205) and class code (Item 122) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 122-03B CLASS 8981 REQUIRES ADDITIONAL POSITION

AUDIT: Appointment to Class Code 8981 must be documented as an Additional Position transaction. Take one or more of the following steps to resolve the audit error:

1. Verify that the class code (Item 122) and prior state service (Item 450) code are documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, verify that the employee has at least one other active or on leave position on the EHDB.
3. Terminate the update and re-key the transaction.
4. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 123-01 SERIAL NUMBER INVALID FOR AGENCY ENTERED

ACTION: The agency code for the transaction is restricted to a blanket position number (i.e., serial number in the 900 series). Take one or more of the following steps to resolve the audit error:

1. Verify that the agency code (Item 120) and serial number (Item 123) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

DECENTRALIZED PROCEDURES

10.13.4

CS/EXEMPT AUTOMATED AUDITS

ERROR: 126-03 CBID MUST BE 'E' (EXCLUDED) FOR AGENCY 297 OR 315 OR 339 OR 363 OR 430

ACTION: All employees of the Office of the Inspector General (Agency Code 297), Public Employment Relations Board (Agency Code 315), Bureau of State Audits (Agency Code 339), Dept. of Personnel Administration (Agency Code 363) and Legislative Counsel Bureau (Agency Code 430) are excluded from Collective Bargaining. The employees' CB Designation must be equal to 'E'. Take one or more of the following steps to resolve the audit error:

1. Verify that the agency code (Item 120) and CBID (Item 126) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 126-07 EE CBID IS NOT VALID FOR A SPLIT CLASS (U01-U20)

ACTION: An employee appointed to a Split Class (Payscale CBID of the class equals U01-U20) on or after November 1, 1983, cannot be designated managerial (i.e., employee's CB Designation cannot be equal to 'M'). Take one or more of the following steps to resolve the audit error:

1. Verify that the class code (Item 122) and CB Designation (Item 126) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

CS/EXEMPT AUTOMATED AUDITS

ERROR: 126-10 EE CBID MUST EQUAL PS CBID OR 'E'

ACTION: The CB Designation must be equal to the Payscales CB Designation for the class or 'C' (Confidential) or 'E' (Excluded). Take one or more of the following steps to resolve the audit error:

1. Verify that the CB Designation (Item 126) for the class is documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check that the CB Designation (Item 126) shown on the transaction is the same as the CB Designation in the online Payscales for the class and then re-key the transaction.
3. If the CBID in Item 126 is not the same as shown in the online Payscales for the class and the CBID was changed per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the CBID change for the effective date of the transaction.
4. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 126-11 EE CBID BARGAINING UNIT DOES NOT MATCH PAY SCALES BARGAINING UNIT

ACTION: The CB Bargaining Unit must be equal to the CB Bargaining Unit in the online Payscales for the class. Take one of more of the following steps to resolve the audit error:

1. Verify that the CB Bargaining Unit (Item 126) for the class is documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check that the CB Bargaining Unit (Item 126) shown on the transaction is the same as the CB Bargaining Unit in the online Payscales for the class and then re-key the transaction.
3. If the CB Bargaining Unit in Item 126 is not the same as shown in the online Payscales for the class and the CB Bargaining Unit was changed per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the CB Bargaining Unit change for the effective date of the transaction.
4. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

CS/EXEMPT AUTOMATED AUDITS

ERROR: 126-12 EE CBID MUST EQUAL PS CBID WHEN PS CBID-DESIGNATION IS 'E'

ACTION: If the employees' CB Designation is equal to 'E', then the CB Designation in the online Payscales for the class must equal 'E'. Take one or more of the following steps to resolve the audit error:

1. Verify that the CB Designation (Item 126) for the class is documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check the online Payscales to confirm that the CB Designation for the class is the same as the CB Designation (Item 126) shown on the transaction.
3. If the CB Designation (Item 126) is equal to Mid-Management CBID codes E01 through E21 or E48 or E58 or E59 or E67 or E68 or E77 or E78 or E79, verify that the transaction effective date (Item 210) is on or after 06/01/94 and then re-key the transaction.
4. If the CBID in Item 126 is not the same as shown in the online Payscales for the class and the CBID was changed per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the CBID change for the effective date of the transaction.
5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

CS/EXEMPT AUTOMATED AUDITS

ERROR: 126-13 EE NOT IN EXCLUDED AGENCY HAS CBID 'E' BUT PS CBID-DESIG IS NOT 'E'

ACTION: All employees of the Office of the Inspector General (Agency Code 297), Public Employment Relations Board (Agency Code 315), Bureau of State Audits (Agency Code 339), Dept. of Personnel Administration (Agency Code 363) and Legislative Counsel Bureau (Agency Code 430) are excluded from Collective Bargaining. Certain employees of the Dept. of Finance (Agency Code 300) and State Controller's Office (Agency Code 051) who are appointed to classes with a Payscales Footnote 29 are also excluded from Collective Bargaining. Take one or more of the following steps to resolve the audit error:

1. Verify that the agency code (Item 120) and CBID (Item 126) are documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check that the CBID in the online Payscales for the class is the same as the CBID (Item 126) reflected on the transaction or check that Footnote 29 is established in the online Payscales for the class.
3. If the CB Designation (Item 126) is equal to Mid-Management CBID codes E01 through E21 or E48 or E58 or E59 or E67 or E68 or E77 or E78 or E79, verify that the transaction effective date (Item 210) is on or after 06/01/94 and then re-key the transaction.
4. If the CBID in Item 126 is not the same as shown in the online Payscales for the class and the CBID was changed per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the CBID change for the effective date of the transaction.
5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

DECENTRALIZED PROCEDURES

10.13.8

CS/EXEMPT AUTOMATED AUDITS

ERROR: 140-01 INVALID BIRTH DATE (NEW 09/03)

ACTION: If entered, the difference between BIRTH DATE (Item 0140) and CURRENT DATE (Today's date) must be greater than 13 years and must be less than 85 years. Take one or more of the following steps to resolve the audit error:

1. Verify that the birth date (0140) is documented correctly and keyed correctly on the transaction.
2. If the employees birth date is correct and the audit message is received, then terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 205-01 335 TRANSACTION NOT ALLOWED FOR CEA CLASS CODE 7500

ACTION: Movement between the CEA classification levels must be documented as an appointment transaction. Take one or more of the following steps to resolve the audit error:

1. Verify that the transaction code (Item 205) and class code (Item 122) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 210-02 EFFECTIVE DATE IS IN A FUTURE PAY PERIOD

ACTION: The transaction effective date must be within the current pay period. Take one or more of the following steps to resolve the audit error:

1. Verify that the effective date (Item 210) is documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check that the effective date is within the current pay period.
3. Terminate the update and re-key the transaction.
4. If the effective date is within a future pay period, key the transaction on or after the effective date shown in Item 210.
5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 210-03 EFFECTIVE DATE HOURS CANNOT CONTAIN (BOB)

ACTION: The effective date hours field should only be completed for an appointment or miscellaneous change that is effective other than the beginning of the business (BOB). Take one or more of the following steps to resolve the audit error:

1. Verify that the effective date (Item 210) hours is documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations



10.13.9 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 210-05 APPOINTMENT EFFECTIVE DATE IS A FUTURE DATE

ACTION: The appointment transaction effective date cannot be later than today's date (i.e., date transaction is keyed). Take one or more of the following steps to resolve the audit error:

1. Verify that the effective date (Item 210) and transaction code (Item 205) are documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found and the transaction effective date is the same as today's date, terminate the update and re-key the transaction.
3. If the effective date is later than today's date and the transaction is an appointment, key the transaction on or after the effective date shown in Item 210.
4. If the audit message is received again, contact the Personnel Operations Liaison for assistance.

ERROR: 25150-4 NONE OF THE 4 TYPE FIELDS FOR THIS TRANSACTION WERE ENTERED

ACTION: One or more of the required items per the Required/Conditional Transaction Chart in the Personnel Action Manual (PAM) must be keyed on the transaction. Take one or more of the following steps to resolve the audit error:

1. Verify that one or more of the required data fields were completed in accordance with the Required/Conditional Chart in the PAM for the transaction code (Item 205).
2. If the transaction code (Item 205) was keyed incorrectly on the prompter screen, terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

Note: This message will not issue if adding a new transaction on an out-of-sequence basis.



10.13.10 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 252-0001 PAY SCALES RECORD NOT FOUND FOR TRANSACTION BEING PROCESSED

ACTION: The class code must be established for the transaction effective date. Take one or more of the following steps to resolve the audit error:

1. Verify that the class code (Item 122) and effective date (Item 210) are documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check the online Payscales to determine if the class code (Item 122) is active for the effective date (Item 210) of the transaction.
3. Terminate the update and re-key the transaction.
4. If the online Payscales shows that the class code is not established for the effective date of the transaction and the class code was established per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the class code is established for the effective date of the transaction.
5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 25310-51 NO RECORD IN PAY SCALES FOR THIS CLASS CODE

ACTION: The class code must be established for the transaction effective date. Take one or more of the following steps to resolve the audit error:

1. Verify that the class code (Item 122) and effective date (Item 210) are documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check the online Payscales to determine if the class code (Item 122) is established for the transaction effective date and then re-key the transaction.
3. If the online Payscales shows that the class code is not established for the effective date of the transaction and the class code was established per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the class code is established for the effective date of the transaction.
4. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

CS/EXEMPT AUTOMATED AUDITS

ERROR:	310-04 SALARY PER MUST BE EQUAL TO (M) OR (O)
ACTION:	<p>The salary per for a part-time employee (i.e., time base (Item 405) is numeric) can only be 'M' or 'O'. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the salary per (Item 310) and time base (Item 405) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact Personnel Operations Liaison for assistance.
ERROR:	310-05 SALARY PER DISAGREES WITH TIME BASE AND SPECIAL PAY
ACTION:	<p>The salary per for a intermittent employee (i.e., time base (Item 405) is INT) can only be 'H' or 'D'. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the salary per (Item 310) and time base (Item 405) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit error message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	310-06 SALARY PER DISAGREES WITH TIME BASE AND AGENCY CODE
ACTION:	<p>The salary per (Item 310) must equal 'M' or 'O' when the time base (Item 405) is full-time. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the salary per (Item 310) and time base (Item 405) are documented correctly and keyed correctly on the transaction.2. If no documentation or key entry errors are found, check that the agency code (Item 120) is not equal to Dept. of Water Resources (Agency Code 849) or State Printing Plant (Agency Code 330 & 331).3. Terminate the update and re-key the transaction.4. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

10.13.12 (NEW 02/98)

ERROR:	310-07 SALARY PER DISAGREES WITH BASED ON SALARY
ACTION:	<p>If the based on salary rate is MAINT, Zeroes or is less than one dollar, then the salary per must equal 'O'. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the salary per (Item 310) and based on salary (Item 320) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	310-08 BASED ON SALARY DISAGREES WITH SALARY PER
ACTION:	<p>If the salary per is 'O', then the based on salary rate must equal MAINT, Zeroes or less than one dollar for the class/range. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the salary per (Item 310) and based on salary (Item 320) rate are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	315-01 INVALID AGENCY FOR PAY FREQUENCY CODE OF S AND SALARY PER OF M OR CBID NOT EQUAL TO R18
ACTION:	<p>The semi-monthly pay frequency (i.e., pay frequency (Item 315) of S) is restricted to employees at certain departments or rank and file designated employees in Bargaining Unit 18 (i.e., CBID (Item 126) is R18). Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the agency code (Item 120), pay frequency (Item 315), and/or CBID (Item 126) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.13 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	315-02 INVALID AGENCY FOR PAY FREQUENCY CODE OF M
ACTION:	Water Resources (Agency Code 840) and State Printing Plant (Agency Code 330) employees cannot be paid on a monthly pay frequency (i.e., pay frequency (Item 315) cannot be 'M'). Take one or more of the following steps to resolve the audit error: <ol style="list-style-type: none">1. Verify that the pay frequency (Item 315) and agency code (Item 120) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	315-03 INVALID AGENCY FOR PAY FREQUENCY CODE OF B
ACTION:	If the pay frequency code is bi-weekly, then the agency code must equal 849 (Water Resources). Take one or more of the following steps to resolve the audit error: <ol style="list-style-type: none">1. Verify that the agency code (Item 120) and pay frequency (Item 315) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit error message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	315-04 PAY FREQUENCY CODE OF Y CAN ONLY BE USED FOR CSUC
ACTION:	The pay frequency code of 'Y' (Yearly) is applicable only for California State University (CSUC) employees. Take one or more of the following steps to resolve the audit error: <ol style="list-style-type: none">1. Verify that the pay frequency (Item 315) and agency code (Item 120) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.14 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	315-05 INVALID SALARY PER FOR PAY FREQUENCY CODE OF O
ACTION:	<p>If the salary per is 'O' (Other) or 'U' (Unit), then pay frequency must equal 'O'. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the salary per (Item 310) and pay frequency (Item 315) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit error message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	315-06 INVALID AGENCY FOR PAY FREQUENCY CODE OF 'S' AND SALARY PER OF 'H' OR CBID NOT EQUAL TO R18
ACTION:	<p>The semi-monthly pay frequency (i.e., pay frequency (Item 315) of S) is restricted to employees at certain departments or rank and file designated employees in Bargaining Unit 18 (i.e., CBID (Item 126) is R18). Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the agency code (Item 120), pay frequency (Item 315), and/or CBID (Item 126) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	315-08 INVALID PAY FREQUENCY FOR CBID OF R18
ACTION:	<p>If the CBID is 'R18', then the pay frequency must be semi-monthly. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the CBID (Item 126) and pay frequency (Item 315) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.15 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 320-01 BASED ON SALARY IS LESS THAN THE MINIMUM FOR THE CLASS AND RANGE

ACTION: The based on salary rate cannot be less than the minimum salary rate in the online Payscales for the class/range. Take one or more of the following steps to resolve the audit error:

1. Verify that the based on salary (Item 320) rate is documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check that the based on salary (Item 320) rate is equal to or greater than the minimum salary rate in the online Payscales for the class/range and effective date of the transaction.
3. Terminate the update and re-key the transaction.
4. If the minimum salary rate for the class/range was changed per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the Payscales shows the salary rate change for the effective date of the transaction.
5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.16 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 320-02 BASED ON SALARY IS GREATER THAN THE MAXIMUM FOR THE CLASS AND RANGE

ACTION: The based on salary rate cannot be greater than the maximum salary rate in the online Payscales for the class/range. Take one or more of the following steps to resolve the audit error:

1. Verify that the based on salary (Item 320) rate is documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check that the based on salary (Item 320) rate is equal to or less than the maximum salary rate in the online Payscales for the class/range and effective date of the transaction.
3. Terminate the update and re-key the transaction.
4. If the maximum salary rate for the class/range was changed per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the Payscales shows the salary rate change for the effective date of the transaction.
5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 320-03 BASED ON SALARY CANNOT BE EQUAL TO ZERO

ACTION: If the based on salary rate is 'Zeroes', then the minimum salary rate for the class/range in the online Payscales must equal Zero. Take one or more of the following steps to resolve the audit error:

1. Verify that the based on salary (Item 320) rate is documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check that the minimum salary rate in the online Payscales for the class/range is equal to 'Zeroes'.
3. Terminate the update and re-key the transaction.
4. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.17 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 320-06 BASED ON SALARY NOT EQUAL TO MINIMUM FOR THE CLASS AND RANGE

ACTION: Unless a hiring above minimum condition exists, an employee who is new to State service (i.e., no prior exempt or civil service employment) must have a based on salary rate that is equal to the minimum salary rate for the class/range. Take one or more of the following steps to resolve the audit error:

1. Verify that the based on salary (Item 320) rate, prior state service (Item 450) code and salary rate substantiation (Item 873) are documented correctly and keyed correctly on the transaction.
2. If no hiring above minimum condition exists, check that the based on salary (Item 320) rate is equal to the minimum salary rate in the online Payscale for the class/range and effective date of the transaction.
3. Terminate the update and re-key the transaction.
4. If the minimum salary rate for the class/range was changed per a recent DPA Pay Letter, the online Payscale may not have been updated yet. Check the online Payscale at a later date and key the transaction once the online Payscale shows the salary rate change for the effective date of the transaction.
5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.18 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 320-07 BASED ON SALARY NOT IN PAY SCALES TABLE

ACTION: If the Salary Structure for the class/range is a 'fixed or set rate' (i.e., online Payscales Salary Structure Code of 3, 4 or 5), then the based on salary rate must equal one of the fixed/set rates for the class/range. Take one or more of the following steps to resolve the audit error:

1. Verify that the based on salary (Item 320) rate is documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check the online Payscales to determine if the based on salary (Item 320) rate is shown for the class/range.
3. Terminate the update and re-key the transaction.
4. If the based on salary (Item 320) rate is not shown in the online Payscales for the class/range and the salary rate was changed per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the salary rate change for the effective date of the transaction.
5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.19 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 330-01 ANNIVERSARY DATE MUST BE MAX

ACTION: If the based on salary rate is equal to the maximum salary rate for the class/range in the online Payscales, then the anniversary date must equal 'MAX'. Take one or more of the following steps to resolve the audit error:

1. Verify that the based on salary (Item 320) rate and anniversary date (Item 330) are documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check that the based on salary (Item 320) rate shown on the transaction is equal to the maximum salary rate for the class/range in the online Payscales.
3. Terminate the update and re-key the transaction.
4. If the online Payscales shows that the based on salary (Item 320) rate shown on the transaction is not the maximum salary rate, and the salary rate was changed per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the salary rate change for the effective date of the transaction.
5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.20 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	330-02 ANNIVERSARY DATE IS GREATER THAN ALLOWED FOR THE CLASS AND RANGE IN THE PAY SCALE
ACTION:	<p>The anniversary date must be equal to or less than the number of qualifying pay periods for a SISA or MSA in the online Payscales for the class/range. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the anniversary date (Item 330) is documented correctly and keyed correctly on the transaction.2. If no documentation or key entry errors are found, check the online Payscales for the class/range to determine the number of qualifying pay periods needed for an MSA or SISA.3. Terminate the update and re-key the transaction.4. If the number of qualifying pay periods for the class/range was changed per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the qualifying pay period change for the effective date of the transaction.5. If the audit message is received again, contact Personnel Operations Liaison Unit for assistance.
ERROR:	330-03 ANNIVERSARY DATE PAY PERIOD IS NOT GREATER THAN EFFECTIVE DATE PAY PERIOD
ACTION:	<p>The anniversary date must be a date that is later than the transaction effective date. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the anniversary date (Item 330) and effective date (Item 210) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.21 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 330-04 ANNIVERSARY DATE IS NOT EQUAL TO NONE

ACTION: If the time base is 'INT' (Intermittent) and the based on salary rate is not equal to the maximum salary rate for the class/range, then the anniversary date must equal 'NONE'. Take one or more of the following steps to resolve the audit error:

1. Verify that the based on salary (Item 320) rate, anniversary date (Item 330) and time base (Item 405) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 330-05 ANNIVERSARY DATE MUST BE EQUAL TO THE NUMBER OF QUALIFYING PAY PERIODS IN THE PAY SCALE FOR A MSA CLASS AND RANGE

ACTION: If the employee is new to State service (i.e., no prior exempt or civil service employment), then the anniversary date must be equal to the number of qualifying pay periods for the class/range from the transaction effective date. Take one or more of the following steps to resolve the audit error:

1. Verify that the anniversary date (Item 330) and prior state service (Item 450) are documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check the online Payscales for the class/range to determine the number of qualifying pay periods needed for an MSA.
3. Terminate the update and re-key the transaction.
4. If the number of qualifying pay periods for the class/range was changed per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the qualifying pay period change for the effective date of the transaction.
5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.22 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 330-06 ANNIVERSARY DATE IS NOT EQUAL TO NONE

ACTION: If the appointment is 'TAU' (Temporary Authorization) or 'LT' (Limited-Term), then the anniversary date must equal 'NONE'. Take one or more of the following steps to resolve the audit error:

1. Verify that the anniversary date (Item 330) and appointment tenure (Item 410) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 330-07 ANNIVERSARY DATE MUST BE EQUAL TO THE NUMBER OF QUALIFYING PAY PERIODS IN THE PAY SCALE FOR SISA CLASS AND RANGE

ACTION: If the employee is new to State service (i.e., no prior exempt or civil service employment), then the anniversary date must be equal to the number of qualifying pay periods for the class/range from the transaction effective date. Take one or more of the following steps to resolve the audit error:

1. Verify that the anniversary date (Item 330) and prior state service (Item 450) are documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check the online Payscales for the class/range to determine the number of qualifying pay periods needed for a SISA.
3. Terminate the update and re-key the transaction.
4. If the number of qualifying pay periods for the class/range was changed per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the qualifying pay period change for the effective date of the transaction.
5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

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10.13.23 (Revised 11/09)

CS/EXEMPT AUTOMATED AUDITS

ERROR: W330-08 ANNIVERSARY DATE FOR RETIRED ANNUITANT NEEDS MANUAL AUDIT

ACTION: If the government code for a retired annuitant appointee is not equal to 21228, then the anniversary date should equal 'NONE' with the exception of those at MAX. Take one or more of the following steps to resolve the audit error:

1. Verify that the anniversary date (Item 330), appointment tenure (Item 410) and legal reference annuitant (Item 864) are documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found and the anniversary date is correct, terminate the update.
3. Contact the Personnel Operations Liaison Unit for assistance as this condition requires special processing by PPSD staff.

ERROR: 330-09 ANNIVERSARY DATE IS GREATER THAN APPOINTMENT EXPIRATION DATE

ACTION: If the appointment expiration date is an earlier date than the anniversary date, then the anniversary date is invalid. Take one or more of the following steps to resolve the audit error:

1. Verify that the anniversary date (Item 330) and appointment expiration date (Item 416) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

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10.13.24 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 330-10 ANNIVERSARY DATE MUST NOT EQUAL MAX

ACTION: If the based on salary rate is not equal to the maximum salary rate for the class/range, then the anniversary date cannot equal 'MAX'. Take one or more of the following steps to resolve the audit error:

1. Verify that the based on salary (Item 320) rate and anniversary date (Item 330) are documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, check the online Payscales to confirm that the based on salary rate is equal to the maximum salary rate for the class/range; or if a PUN transaction is still in effect/posted on the EHDB.
3. Terminate the update and re-key the transaction.
4. If the online Payscales shows that the anniversary date was changed per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the anniversary date change for the effective date of the transaction.
5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 330-11 ANNIVERSARY DATE MUST NOT EQUAL NONE

ACTION: If the time base is full-time or numeric, then the anniversary date must not equal 'NONE'. Take one or more of the following steps to resolve the audit error:

1. Verify that the anniversary date (Item 330) and time base (Item 405) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

10.13.25 (Revised 02/10)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	330-12 ANNIVERSARY DATE CANNOT EQUAL NONE
ACTION:	<p>If the time base is full-time or numeric, then the anniversary date cannot equal 'NONE' unless the employee is in alternate range 7. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the anniversary date (Item 330) and time base (Item 405) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	330-13 ANNIVERSARY DATE INVALID, PS MSA CATEGORY CODE NOT FOUND FOR CLASS/RANGE
ACTION:	<p>The class/range is not eligible for an MSA per the online Payscales. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the anniversary date (Item 330) is documented correctly and keyed correctly on the transaction.2. If no documentation or key entry errors are found, check that the online Payscales shows that the class/range is eligible for an MSA.3. Terminate the update and re-key the transaction.4. If the class/range became eligible for an MSA per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the MSA date for the effective date of the transaction.5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

10.13.26 (New 02/98)

ERROR:	330-MSA ANNI DATE INVALID. PS MSA CAT CODE NOT FOUND FOR CLASS AND RANGE
ACTION:	<p>The class/range is not eligible for an MSA per the online Payscales. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the anniversary date (Item 330) is documented correctly and keyed correctly on the transaction.2. If no documentation or key entry errors are found, check that the online Payscales shows that the class/range is eligible for an MSA.3. Terminate the update and re-key the transaction.4. If the class/range became eligible for an MSA per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the MSA date for the effective date of the transaction.5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	335-01 INVALID ALTERNATE RANGE FOR THIS CLASS
ACTION:	<p>If the class code is equal to 9038, 9701, 9765 or 9904, then the alternate range code cannot be W, X, Y or 1 unless the prior employment status was in one of the above class/range combinations. Take one or more of the of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122) and alternate range code (Item 335) are documented correctly and keyed correctly on the transaction.2. If no documentation or key entry errors are found, check that the employee's prior employment status was in one of the above class/range combination.3. Terminate the update and re-key the transaction.4. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.27 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 340-01 PAYROLL STATUS MUST NOT BE BLANK ON TRANS 340

ACTION: The payroll status reflected on the transaction must have an entry of 'X'.
Take one or more of the following steps to resolve the audit error:

1. Verify that the payroll status (Item 340) is documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 340-02 EMPLOYEE IS ALREADY OFF THE PAYROLL

ACTION: The employee is currently off the payroll via a previously processed 340 transaction. Take one or more of the following steps to resolve the audit error:

1. Verify that the transaction code (Item 205) is documented correctly and keyed correctly on the transaction.
2. If the transaction code (Item 205) was documented/keyed incorrectly, terminate the update and re-key the correct transaction code on the prompter screen, if applicable.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 340-04 EMPLOYEE IS ALREADY ON THE PAYROLL

ACTION: The employee is currently on the payroll via a previously processed 341 transaction. Take one or more of the following steps to resolve the audit error:

1. Verify that the transaction code (Item 205) is documented correctly and keyed correctly on the transaction.
2. If the transaction code (Item 205) was documented/keyed incorrectly, terminate the update and re-key the correct transaction code on the prompter screen, if applicable.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.28 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	340-05 EMPLOYEE NOT ELIGIBLE FOR 340 TRANS
ACTION:	<p>The 340 transaction can only be used for employees in a 10/12 designated alternate range, in exempt 'teacher' classifications, or employed by one of the special schools within the Dept. of Education. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the employee meets one of the above criteria for using the 340/341 transactions.2. If the employee is ineligible for 10/12 leave, terminate the update.3. If the audit message is received again, and the employee is eligible for 10/12 leave, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	345-01 CLASS NOT AUTHORIZED TO RECEIVE SHIFT DIFFERENTIAL
ACTION:	<p>The class code is not eligible for shift differential pay. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122) and shift differential (Item 345) are documented correctly and keyed correctly on the transaction.2. If no documentation or key entry errors are found, check that the class code (Item 122) in online Payscales does not reflect a Footnote 34 (identifies that the class is not eligible for shift differential).3. Terminate the update and re-key the transaction.4. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	350-03 CLASS NOT AUTHORIZED FOR SPECIAL PAY OF V
ACTION:	<p>Use of special pay code of V is limited to class codes within the medical and allied services job category. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122) and special pay (Item 350) are documented correctly and keyed correctly on the transaction.2. If no documentation or key entry errors are found, check that the class code in the online Payscales reflects a schematic code for medical classes (.e.g, schematic code equals SA01 through TV30).3. Terminate the update and re-key the transaction.4. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

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10.13.29 (Rev. 03/02)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	355-01 INVALID WORK WEEK GROUP FOR THE CLASS
ACTION:	<p>The work week group must equal the work week group for the class in the online Payscales. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122) and work week group (Item 355) are documented correctly and keyed correctly on the transaction.2. If no documentation or key entry errors are found, check the online Payscales to determine if the work week group is established for the effective date of the transaction.3. Terminate the update and re-key the transaction.4. If the online Payscales does not reflect the work week group shown in Item 355 and the work week group was changed per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the workweek group change for the effective date of the transaction.5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR	356-01 FREEZE EXEMPTION APPROVAL DATE MUST BE COMPLETED
ACTION	<p>If the hiring freeze status code is completed with XA-PP, the Department of Finance approval date must be completed.</p> <p>Note: Item 356-357 must be key entered on the update screen when required for the transaction being processed, regardless if the update screen is blank or information is already displayed.</p> <ol style="list-style-type: none">1. Verify that the hiring freeze status code (Item 356) is valid for the transaction being processed.2. If the item was documented/keyed incorrectly, terminate the update and rekey the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

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10.13.29 (cont. 1) (Rev. 03/02)

CS/EXEMPT AUTOMATED AUDITS

ERROR 356-02 FREEZE EXEMPTION APPROVAL DATE MUST BE BLANK WHEN CODE IS NOT XA-PP

ACTION: If the hiring freeze status code is NO-HF or NO-EX, the Department of Finance approval date must be completed.

Note: Item 356-357 must be key entered on the update screen when required for the transaction being processed, regardless if the update screen is blank or information is already displayed.

1. Verify that the hiring freeze status code (Item 356) and Finance approval date (Item 357) were documented and keyed correctly.
2. If the item(s) were documented/keyed incorrectly, terminate the update and rekey the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR 356-03 FREEZE EXEMPTION CODE MUST BE COMPLETED.

ACTION: If the transaction code is A01, A02, A04, A09 or 405 and the transaction effective date is 10/23/01 or after, the hiring freeze status code (Item 356) must be completed. Take one or more of the following steps to resolve the audit error:

Note: Item 356/357 must be key entered on the update screen when required for the transaction being processed, regardless if the update screen is blank or information is already displayed.

1. Verify that the hiring freeze status code (Item 356) and Finance approval date (Item 357) are documented and keyed correctly.
2. If the item(s) were documented/keyed incorrectly, terminate the update and rekey the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

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10.13.30 (Rev. 03/02)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 400-002 NO AGENCY TABLE RECORD FOUND FOR THIS CLASS

ACTION: If more than one agency code or department code exists, then the agency code and department code must be a valid combination. Take one or more of the following steps to resolve the audit error:

1. Verify that the agency code (Item 120) and department code (Item 124) are documented correctly and keyed correctly on the transaction.
2. If no documentation or key entry errors are found, verify with your Transaction Supervisor that the department code (Item 124) has been established as of the effective date of the transaction.
3. Terminate the update and re-key the transaction.
4. If audit message 400-002 or a different message (i.e., 220-018 AGENCY CODE IS INACTIVE FOR CURRENT POSITION NUMBER) is received again, contact the Personnel Telephone Liaison Unit to confirm that the State Controller's Office PIMS Agency Table has been updated to reflect the agency code and/or department code shown on the transaction.

ERROR: 410-01 APPOINTMENT TENURE MUST BE EQUAL TO 'P'

ACTION: If appointment is to a class code that requires no prior permanent status (i.e., payscales footnote for the class equals 41), or employment by the Legislature for 2 or more consecutive years, then the appointment tenure must equal 'P'. Take one or more of the following steps to resolve the audit error:

1. Verify that the class code (Item 122) and appointment tenure (Item 410) are documented correctly and keyed correctly on the transaction.
2. If no documentation of key entry errors are found, check that the online Payscales for the class/range shows footnote '41' for the class/range.
3. Terminate the update and re-key the transaction.
4. If the online Payscales does not show a footnote '41' for the class/range, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the footnote '41' for the effective date of the transaction.
5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.31 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 410-02 APPOINTMENT TENURE CANNOT BE EQUAL TO 'P'

ACTION: The appointment is to a class code which can only be filled as a CEA tenured appointment. Take one or more of the following steps to resolve the audit error:

1. Verify that the class code (Item 122) and appointment tenure (Item 410) are documented correctly and keyed correctly on the transaction.
2. If no documentation of key entry errors are found, check that the online Payscales for the class/range shows footnote '40' for the class/range.
3. Terminate the update and re-key the transaction.
4. If the online Payscales does not show a footnote '40' for the class/range, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the footnote '40' for the effective date of the transaction.
5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 415-02 NUMBER OF MONTHS MUST NOT BE GREATER THAN 06

ACTION: TAU (Temporary Authorization) appointments to the class code reflected on the transaction cannot exceed 6 months. Take one or more of the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410) and number of months (Item 415) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.32 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 415-03 NUMBER OF MONTHS MUST NOT BE PRESENT

ACTION: If the appointment tenure is 'E' (Emergency), or 'R' (Retired Annuitant), then the number of months must be equal to 'T' or 'Blank'. Take one or more of the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410) and number of months (Item 415) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 415-04 APPOINTMENT TENURE DOES NOT AGREE WITH NUMBER OF MONTHS

ACTION: If the number of months is 'P' (Permanent) or 'PT' (TAU in lieu of Permanent), then the appointment tenure must be equal to 'T' (TAU). Take one or more of the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410) and number of months (Item 415) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 415-05 NUMBER OF MONTHS MUST BE PRESENT

ACTION: If the appointment tenure is 'T' (TAU) or 'L' (Limited Term), then the number of months must be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410) and number of months (Item 415) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.33 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 415-06 APPOINTMENT TENURE DISAGREES WITH NUMBER OF MONTHS

ACTION: If the appointment tenure is 'T' (TAU), then the number of months must be 'Numeric' or 'P' or 'PT' or 'T' (Actual Time Worked). Take one or more of the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410) and number of months (Item 415) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 415-07 NUMBER OF MONTHS MUST NOT BE PRESENT

ACTION: If the appointment tenure is 'P' (Permanent), then the number of months must not be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410) and number of months (Item 415) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 415-08 TENURE OR NUMBER OF MONTHS INVALID FOR TRANSACTION CODE A04

ACTION: If the appointment tenure for the employee is an 'E' (Emergency) or 'R' (Retired Annuitant), then employee is not eligible for a T&D assignment (A04). Take one or more of the following steps to resolve the audit error:

1. Verify that the transaction code (Item 205) is documented correctly and keyed correctly on the transaction.
2. If the transaction code was documented/keyed in incorrectly, terminate the update and re-key the correct transaction code on the prompter screen.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.34 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	415-09 TENURE OR NUMBER OF MONTHS INVALID FOR CASUAL EMPLOYMENT CLASS
ACTION:	<p>If the class code is a casual employment class, then the number of months cannot exceed 6 months. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122), appointment tenure (Item 410) and number of months (Item 415) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	415-10 APPOINTMENT TENURE MUST BE EQUAL TO 'P' WHEN NUMBER OF MONTHS IS 'RM' OR 'NM'
ACTION:	<p>If the employee is appointed to a managerial position and the number of months is 'NM' or 'RM', then the appointment tenure must equal 'P' (Permanent). Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the appointment tenure (Item 410) and number of months (Item 415) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	415-11 NUMBER OF MONTHS (0415) MUST EQUAL 'NM' OR 'RM' WHEN APPOINTMENT TENURE (0410) EQUALS 'P'
ACTION:	<p>If the employee is appointed to a managerial position, then the number of months must equal 'NM' or 'RM'. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the appointment tenure (Item 410) and number of months (Item 415) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.35 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 416-01 APPOINTMENT EXPIRATION DATE MUST BE PRESENT

ACTION: The appointment expiration date must be entered when number of months is Numeric or 'P' or 'PT' or 'T' and class code is 4660 (Special Consultant) or 4661 (New Program Consultant). Take one or more of the following steps to resolve the audit error:

1. Verify that the class code (Item 122), number of months (Item 415) and appointment expiration date (Item 416) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 416-02 APPOINTMENT EXPIRATION DATE MUST NOT BE PRESENT FOR TENURE (P)

ACTION: If the appointment tenure is 'P', then the appointment expiration date must not be entered, unless transaction code is an A04 or A14. Take one or more of the following steps to resolve the audit error:

1. Verify that the transaction code (Item 205), appointment tenure (Item 410) and appointment expiration date (Item 416) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 416-03 APPOINTMENT EXPIRATION DATE MUST NOT BE PRESENT

ACTION: If the appointment tenure is not 'E' or 'R', and number of months is not entered, then the appointment expiration date must not be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410) and number of months (Item 415) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.36 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	416-04 APPOINTMENT EXPIRATION DATE IS GREATER THAN ALLOWED
ACTION:	<p>If the number of months (Item 415) is entered on the transaction, then the appointment expiration date cannot be greater than the number of months (if numeric) from the effective date of the transaction less one day. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the effective date (Item 210), number of months (Item 415) and appointment expiration date (Item 416) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	416-05 APPOINTMENT EXPIRATION DATE IS GREATER THAN ALLOWED
ACTION:	<p>The appointment expiration date cannot be greater than the number of months from the transaction effective date less one day when appointment tenure is equal to 'L' or 'T'. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the effective date (Item 210), number of months (Item 415) and appointment expiration date (Item 416) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	416-07 APPOINTMENT EXPIRATION DATE IS GREATER THAN ALLOWED
ACTION:	<p>If the appointment tenure is 'E', then the appointment expiration date cannot be more than 12 months from the transaction effective date less one day. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the appointment tenure (Item 410) and appointment expiration date (Item 416) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.37 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 416-08 APPOINTMENT EXPIRATION DATE IS LESS THAN EFFECTIVE DATE

ACTION: The appointment expiration date cannot be prior to the transaction effective date. Take one or more of the following steps to resolve the audit error:

1. Verify that the effective date (Item 210) and appointment expiration date (Item 416) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 416-09 APPOINTMENT EXPIRATION DATE MUST BE PRESENT WHEN IMMEDIATE PAY IS PRESENT

ACTION: If the transaction is an immediate pay appointment, then the appointment expiration date must be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the appointment expiration date (Item 416) and immediate pay (Item 615) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 416-10 APPOINTMENT EXPIRED BEFORE EFFECTIVE DATE OF TRANSACTION

ACTION: The separation transaction effective date cannot be greater than the appointment expiration date. Take one or more of the following steps to resolve the audit error:

1. Verify that the transaction effective date (Item 210) and appointment expiration date (Item 416) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.38 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	425-01 TENURE OR NON-TESTING INDICATOR IN PAY SCALES INVALID FOR CERT NO
ACTION:	<p>If class code is a non-testing class and the last two digits of the certification number are equal to 'NT' (non-testing), then the appointment tenure must equal 'T'. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122), appointment tenure (Item 410) and certification number (Item 425) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	425-02 CERT NUMBER INVALID FOR TENURE AND NON-TESTING INDICATOR IN THE PAY SCALES
ACTION:	<p>If class code is a non-testing class, and the appointment tenure is 'T' (TAU), then the last two digits of the certification number must equal 'NT' (Non-testing). Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122), appointment tenure (Item 410) and certification number (Item 425) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	425-03 FIRST 4 DIGITS OF CERT NUMBER MUST EQUAL CLASS CODE
ACTION:	<p>If the certification number is six characters in length, then the first four characters must equal the class code. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122) and certification number (Item 425) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.39 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 425-04 CERT NUMBER MUST BEGIN OR END WITH ALPHA

ACTION: If certification number is seven characters in length, then the first or last character must equal alpha. If the first character is alpha then the last character must be numeric. If the last character is alpha then the first character must be numeric. Take one of more of the following steps to resolve the audit error:

1. Verify that the certification number (Item 425) is documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 425-05 CERT NUMBER IS NOT EQUAL TO CLASS CODE

ACTION: If the certification number is four characters in length, then the certification number must equal the class code. Take one or more of the following steps to resolve the audit error:

1. Verify that the class code (Item 122) and certification number (Item 425) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 425-06 CERT NUMBER IS BLANK

ACTION: If the transaction code is an A01, A30, A31, A34 or A35, then the certification number must be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the transaction code (Item 205) and certification number (Item 425) are documented correctly and keyed correctly on the transaction.
2. If the transaction code is keyed incorrectly, terminate the update and re-key the correct transaction code on the prompter screen.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.40 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	426-01 TYPE OF LIST MUST BE PRESENT
ACTION:	<p>If the certification is seven characters in length and the appointment tenure is not a 'T', then the type of list must be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the appointment tenure (Item 410), certification number (Item 425) and type of list (Item 426) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	426-01A TYPE OF LIST MUST NOT BE PRESENT
ACTION:	<p>If the appointment tenure is 'T', then the type of list must not be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the appointment tenure (Item 410) and type of list (Item 426) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	426-02 TYPE OF LIST AND APPOINTMENT TENURE DISAGREE
ACTION:	<p>If the appointment tenure is 'C' (CEA), then the type of list must equal 'C'. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the appointment tenure (Item 410) and type of list (Item 426) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.41 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	426-03 TYPE OF LIST MUST BE EQUAL TO 9
ACTION:	<p>If the appointment tenure is not a 'T' and the prior state service is code '1', then type of list must equal '9'. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the appointment tenure (Item 410), type of list (Item 426) and prior state service (Item 450) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	426-04 TYPE OF LIST MUST NOT BE PRESENT FOR A NON-TESTING CLASS
ACTION:	<p>If the class code is a non-testing class, then the type of list must not be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122) and type of list (Item 426) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	426-05 TYPE OF LIST DISAGREES WITH TENURE OR PRIOR STATE SERVICE
ACTION:	<p>If the type of list is '8', and prior state service is not equal to code '1', then the appointment tenure must equal 'L'. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the appointment tenure (Item 410), type of list (Item 426) and prior state service (Item 450) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.42 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 426-06 TYPE OF LIST MUST BE PRESENT FOR EXEMPT POSITION

ACTION: If appointment is to an exempt position and exempt authority code is 'D' or 'F', then the type of list must equal 'M' or 'O', unless employee is appointed as a retired annuitant or a judge. Take one or more of the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410), type of list (Item 426) and exempt authority (Item 535) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 430-01 PROBATION CODE MUST BE EQUAL TO (N)

ACTION: If the appointment tenure is other than 'P' or 'R', then the probationary period code must equal 'N'. Take one or more of the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410) and the probationary period code (Item 430) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 430-02 PROBATION CODE MUST BE EQUAL TO (1)

ACTION: If the appointment tenure is 'P', and the prior state service is code '1', then the probationary period code must equal '1'. Take one or more of the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410), probationary period code (Item 430) and prior state service (Item 450) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.43 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 430-03 PROBATION CODE MUST BE EQUAL TO (N, 2, 3 OR 4)

ACTION: If the type of list is a code '1' or '2', and appointment tenure is 'P', then the probationary period code must equal 'N' or '2' or '3' or '4'. Take the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410), type of list (Item 426) and probationary period code (Item 430) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 430-04 PROBATION CODE MUST BE EQUAL TO (N, 3 OR 4)

ACTION: If the transaction code is an 'A04' or 'A10' or 'A14' and appointment tenure is 'P', then the probationary period code must equal 'N', '3' or '4'. Take the following steps to resolve the audit error:

1. Verify that the transaction code (Item 205), appointment tenure (Item 410) and probationary period code (Item 430) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 430-05 PROBATION CODE (7) IS INVALID

ACTION: If the appointment tenure is 'P', then the probationary period code cannot equal '7'. Take the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410) and the probationary period code (Item 430) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.44 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	430-06 PRIOR STATE SERVICE INVALID FOR PROBATION CODE (7)
ACTION:	<p>If the appointment tenure is 'P' and probationary code is '7', then the prior state service code must equal '2'. Take the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the appointment tenure (Item 410), probationary period code (Item 430) and prior state service (Item 450) code are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	430-07 PROBATION CODE MUST BE EQUAL TO (5 OR 6)
ACTION:	<p>If the transaction code is a 430 transaction and appointment tenure is 'P', then the probationary period code must equal '5' or '6'. Take the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the transaction code (Item 205), appointment tenure (Item 410) and probationary period code (Item 430) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	430-08 TIME BASE INVALID FOR PROBATION CODE (6)
ACTION:	<p>If the appointment tenure is 'P' and probationary period code is '6', then the time base must equal 'INT' (Intermittent), 'IND' (Indeterminate) or 'Numeric'. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the time base (Item 405), appointment tenure (Item 410), and probationary period code (Item 430) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.45 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 430-09 PROBATION CODE MUST BE EQUAL TO (N, 3, 4 OR 7)

ACTION: If the appointment tenure is 'P', and employee is reinstating to the same class code and department, or if hearing decision is entered on the transaction, then the probationary period code must equal 'N', '3', '4' or '7'. Take the following steps to resolve the audit error:

1. Verify that the agency code (Item 122), class code (Item 122), appointment tenure (Item 410) and probationary period code (Item 430) and hearing decision (Item 952) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 430-10 PROBATION CODE MUST BE EQUAL TO (1)

ACTION: If the appointment tenure is 'P' and the footnote in the online Payscale is '41', then the probationary period code must equal '1'. Take the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410) and probationary period code (Item 430) are documented correctly and keyed correctly on the transaction.
2. If no documentation of key entry errors are found, check the online Payscale for the class to confirm that the footnote is not equal to '41'.
3. Terminate the update and re-key the transaction.
4. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 432-01 PROBATION END DATE MUST NOT BE PRESENT

ACTION: If the probationary period code is 'N' or '2', then the probationary ending date must be left blank. Take one or more of the following steps to resolve the audit error:

1. Verify that the probationary period code (Item 430) and probationary ending date (Item 432) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.46 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	432-02 PROBATION END DATE MUST BE PRESENT
ACTION:	<p>If the probationary period code is '1', '3', '4' or '5' and time base is 'FT', then the probationary ending date must be present. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the probationary period code (Item 430) and probationary ending date (Item 432) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	432-05 PROBATION END DATE MUST BE PRESENT
ACTION:	<p>If the probationary period code is '5' or '6', then the probationary ending date must be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the probationary period code (Item 430) and probationary ending date (Item 432) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	432-06 PROBATION END DATE MUST NOT BE GREATER THAN EFFECTIVE DATE
ACTION:	<p>If the probationary period code is '6', then the probationary ending date must be prior to the transaction effective date. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the effective date (Item 210), probationary period code (Item 430) and probationary ending date (Item 432) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.47 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 432-07 PROBATION END DATE MUST BE GREATER THAN EFFECTIVE DATE

ACTION: If the probationary period code is '5', then the probationary ending date must be later than the transaction effective date. Take one or more of the following steps to resolve the audit error:

1. Verify that the effective date (Item 210), probationary period code (Item 430) and probationary ending date (Item 432) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 432-08 PROBATION END DATE IS PRIOR TO EFFECTIVE DATE

ACTION: The probationary ending date must be equal to or later than the transaction effective date. Take one or more of the following steps to resolve the audit error:

1. Verify that the effective date (Item 210) and probationary ending date (Item 432) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 432-09 PROBATION END DATE IS GREATER THAN PROB FOR THE CLASS

ACTION: The probationary ending date must not be greater than the probationary period designated for the class in the online Payscale. Take one or more of the following steps to resolve the audit error:

1. Verify that the probationary ending date (Item 432) is documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

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10.13.48 (Rev. 11/02)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 435-01 MCR CODE NOT = TO ONE OF THE MCR CODES IN THE PAY SCALE

ACTION: For appointments to exempt positions, the MCR Code must equal the MCR designation(s) for the class in the online Payscales. Take one or more of the following steps to resolve the audit error:

1. Verify that the class code (Item 122) and MCR Code (Item 435) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 445-01 ETHNIC DESIGNATION CANNOT CHANGE FROM ALPHA TO NUMERIC

ACTION: The ethnic code cannot change from alpha to numeric. Take one or more of the following steps to resolve the audit error:

1. Verify that the ethnic code (Item 445) is documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.49 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 450-01 CODE 3 MUST BE ENTERED ON PROMPTER AND IN PRIOR STATE SERVICE

ACTION: If employee is returning to state service after a permanent separation, then prior state service code '3' must be entered on the prompter screen and on the PAR 1 update screen. Take one or more of the following steps to resolve the audit error:

1. Verify that the prior state service (Item 450) code is documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 450-02 CODE 2 MUST BE ENTERED ON PROMPTER AND IN PRIOR STATE SERVICE

ACTION: If the employee is returning to state service after a temporary separation, then prior state service code '2' must be entered on the prompter screen and on the PAR 1 update screen. Take one or more of the following steps to resolve the audit error:

1. Verify that the prior state service (Item 450) code is documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 450-04 PRIOR STATE SERVICE MUST BE PRESENT

ACTION: If the appointment is the initial transaction on the EHDB, then the prior state service code must be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the prior state service (Item 450) code is documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.52 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	505-03 HEALTH-WELFARE BENEFITS (ITEM 861) INVALID FOR RETIREMENT SYSTEM
ACTION:	<p>If employee is a PERS member (i.e., account code (Item 505) is numeric), then the health and welfare benefits must not equal codes 2, 3, 5 or 6. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the account code (Item 505) and health and welfare benefits (Item 861) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	505-04 EXEMPT AUTHORITY INVALID FOR RETIREMENT SYSTEM
ACTION:	<p>If the exempt authority code is 'J', then employee is not eligible for retirement membership. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the exempt authority (Item 535) code and account code (Item 505) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	505-05 FULL TIME EMPLOYEE MUST WORK OVER 6 MONTHS TO BE A PERS MEMBER
ACTION:	<p>If the time base is full-time, appointment tenure is to 'C', 'L' or 'T' and appointment is new to State service, then the number of months must be 7 months or more to be eligible for retirement membership. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the time base (Item 405), appointment tenure (Item 410), number of months (Item 415) and account code (Item 505) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.53 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 505-08 FRACTIONAL EMPLOYEE MUST WORK AT LEAST 12 MONTHS TO BE A PERS MEMBER

ACTION: If the time base is 'INT' (Intermittent), 'IND' (Indeterminate) or numeric and appointment is new to State service, then the number of months must be 12 months or more to be eligible for retirement membership. Take one or more of the following steps to resolve the audit error:

1. Verify that the time base (Item 405), number of months (Item 415), prior state service code (Item 450) and account code (Item 505) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 505-09 TIME BASE INVALID FOR RETIREMENT SYSTEM CODE

ACTION: If the time base is 'INT' (Intermittent), 'IND' (Indeterminate) or less than half-time and appointment is new to State service, then the employee is not eligible for retirement membership. Take one or more of the following steps to resolve the audit error:

1. Verify that the time base (Item 405), account code (Item 505) and prior state service code (Item 450) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.54 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 505-13 APPOINTMENT DOES NOT MEET ANY CONDITION FOR RETIREMENT NON-MEMBER

ACTION: Generally, employees who meet one of the following conditions are not eligible for retirement membership:

- Emergency or retired annuitant appointment.
- Intermittent or indeterminate or less than half-time base.
- Full-time, limited term or temporary appointment for less than 7 months.
- Greater than half-time, limited term or temporary appointment for less than 13 months. Take one or more of the following steps to resolve the audit error:

1. Verify that the time base (Item 405), appointment tenure (Item 410), number of months (Item 415) and account code (Item 505) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 505-16 HEALTH-WELFARE BENEFITS (ITEM 861) INVALID FOR RETIREMENT SYSTEM CODE

ACTION: If the appointment is new to State service and retirement system equal code '6' (Health and Welfare Benefits), then the health and welfare benefits (Item 861) code must equal '2' or '3'. Take one or more of the following steps to resolve the audit error:

1. Verify that the prior state service (Item 450) code and health and welfare benefits (Item 861) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.55 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 505-17 APPOINTMENT TENURE INVALID FOR RETIREMENT SYSTEM CODE

ACTION: If the account code is 'NA' or 'NH', then the appointment tenure cannot equal 'E'. Take one of more of the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410) and account code (Item 505) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 505-18 RETIREMENT SYSTEM MUST NOT BE EQUAL TO 'N'

ACTION: If the time base is full-time and appointment tenure is 'C' or 'P', then the employee cannot be a non-member of a retirement system. Take one or more of the following steps to resolve the audit error:

1. Verify that the time base (Item 405), appointment tenure (Item 410) and account code (Item 505) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 505-19 RETIREMENT SYSTEM MUST EQUAL 'N' WHEN SALARY IS ZERO OR MAINT

ACTION: If the based on salary rate is 'Zeroes' or 'MAINT', then the account code must equal 'N'. Take one or more of the following steps to resolve the audit error:

1. Verify that the based on salary (Item 320) rate and account code (Item 505) are documented correctly and keyed correctly on the transaction
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.56 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	505-20 RETIREMENT SYSTEM MUST EQUAL '6' IF ITEM 861 IS CODE '2' OR '3'
ACTION:	<p>If the health and welfare benefits is code '2' or '3', then the account code must equal 'NA' or 'NH'. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the account code (Item 505) and health and welfare benefits (Item 861) code are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	505-21 RETIREMENT SYSTEM MUST BE 'N' FOR CCC
ACTION:	<p>If the employee is appointed to the California Conservation Corps exempt contract classifications (i.e., corps members appointed to class code 6666 or 8888), then employee must be a non-retirement member. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122) and account code (Item 505) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	505-22 RETIREMENT SYSTEM MUST NOT EQUAL '9' UNLESS TYPE OF LIST IS 'O'
ACTION:	<p>If the type of list is 'O', then the account code must equal 'NB' or 'NO' or 'NS'. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the type of list (Item 426) and account code (Item 505) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.57 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 505-23 RETIREMENT SYSTEM MUST EQUAL '1' OR '9'

ACTION: If the time base is full-time and number of months is 07 months or more or if time base is numeric and equal half-time or more and number of months is 12 or more, then the employee must be a PERS member. Take one or more of the following steps to resolve the audit error:

1. Verify that the time base (Item 405), number of months (Item 415), type of list (Item 426) and account code (Item 505) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 603-01 REASON FOR SEPARATION MUST BE PRESENT

ACTION: If the transaction code is a Leave of Absence (S50) transaction, then the reason for separation must be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the transaction code (Item 205) and reason for separation (Item 603) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 606-01 TTBP (NEW) MUST BE PRESENT, DUE TO EFFECTIVE DATE HOURS

ACTION: If the effective date hours is entered, then time to be paid (new) must be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the effective date (Item 210) hours and time to be paid new (Item 606) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.58 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	606-02 TTBP (NEW) MUST BE PRESENT DUE TO EFFECTIVE DATE
ACTION:	<p>Time to be paid (new) must be entered when the effective date is after the last working day in the pay period (i.e., effective date is Saturday or Sunday) and appointment is new to State service. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the effective date (Item 210), prior state service code (Item 450) and time to be paid (new) (Item 606) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	606-03 TTBP (NEW) MUST NOT BE ENTERED FOR OTHER THAN SALARY PER OF (M)
ACTION:	<p>If the salary per is not 'M' and time base is 'INT' or 'IND' and immediate pay is not entered, then time to be paid (new) must not be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the salary per (Item 310), time base (Item 405) and time to be paid (new) (Item 606) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	606-04 TTBP (NEW) HOURS/TENTHS INVALID FOR PART-TIME FRACTION
ACTION:	<p>If time base is numeric, then time to be paid (new) hours and hundredths cannot exceed the fractional equivalent of 8 hours (i.e., 001/002 time base cannot exceed 3 hours 90 hundredths). Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the time base (Item 405) and time to be paid (new) (Item 606) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.59 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 606-05 TTBP (NEW) HUNDREDTHS INVALID FOR SALARY PER (M)

ACTION: If the salary per is 'M', then the last digit of time to be paid (new) (i.e., hundredths field) must equal zero. Take one or more of the following steps to resolve the audit error:

1. Verify that the salary per (Item 310) and time to be paid (new) (Item 606) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 606-06 TTBP (NEW) HOURS INVALID FOR SALARY PER (M OR D)

ACTION: If the salary per is 'M' or 'D', then time to be paid (new) hours cannot be more than 7 hours. Take one or more of the following steps to resolve the audit error:

1. Verify that the salary per (Item 310) and time to be paid (new) (Item 606) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 606-07 TTBP (NEW) HOURS INVALID FOR CLASS TYPE (L)

ACTION: If the employee is appointed to a statutory exempt classification, then time to be paid (new) must equal zero. Take one or more of the following steps to resolve the audit error:

1. Verify that the class code (Item 122) and time to be paid (new) (Item 606) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.60 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 606-08 TTBP (NEW) DAYS INVALID FOR SALARY PER (H)

ACTION: If the salary per is 'H', then the time to be paid (new) days must equal zero or an alphabetic character. Take one or more of the following steps to resolve the audit error:

1. Verify that the salary per (Item 310) and time to be paid (new) (Item 606) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 606-09 TTBP HOURS IS QUESTIONABLE FOR SALARY PER (H)

ACTION: If the salary per is 'H', then the total hours in time to be paid (old) and time to be paid (new) cannot exceed 250 hours for each pay period if pay period (Item 605) is entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the salary per (Item 310), pay period (Item 605), time to be paid (new) (Item 606) and time to be paid (old) (Item 607) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. Contact the Personnel Operations Liaison Unit for assistance as this transaction may require special processing by PPSD staff.

ERROR: 606-10 TTBP (NEW) DAYS CANNOT CONTAIN ALPHA UNLESS (ITEM 955) IS PRESENT

ACTION: Time to be paid (new) days cannot contain an alphabetic character unless the multiple hourly rate (Item 955) is entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the time to be paid (new) (Item 606) days and multiple hourly rate (Item 955) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.61 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 606-11 TTBP (NEW) DAYS MUST CONTAIN AN ALPHA IF (ITEM 955) IS PRESENT

ACTION: If multiple hourly rate is entered, then time to be paid (new) days must contain an alphabetic character. Take one or more of the following steps to resolve the audit error:

1. Verify that the time to be paid (new) (Item 606) days and multiple hourly rate (Item 955) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 606-12 DUPLICATE ALPHA CHARACTERS IN TTBP DAYS

ACTION: Time to be paid (new) days or time to be paid (old) days cannot contain duplicate alphabetic characters. Take one or more of the following steps to resolve the audit error:

1. Verify that the time to be paid (new) (Item 606) days and time to be paid (old) (Item 607) days are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 606-13 TTBP (NEW) INVALID FOR SALARY PER (O OR U)

ACTION: If the salary per is 'O' or 'U', then time to be paid (new) days must not be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the salary per (Item 310) and time to be paid (new) (Item 606) days are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.62 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	606-14 DUE TO IMMED. PAY, TTBP (NEW) MUST BE GREATER THAN ZEROES
ACTION:	<p>If immediate pay is entered, then time to be paid (new) must be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that time to be paid (Item 606) and immediate pay (Item 615) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	606-15 PAY PERIODS ARE NOT UNIQUE FOR TTBP (NEW)
ACTION:	<p>If time to be paid (new) is entered more than once, then a different pay period must be entered for each occurrence of time to be paid (new). Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the pay period (Item 605) and time to be paid (new) (Item 606) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	606-16 TTBP (NEW) MUST BE PRESENT
ACTION:	<p>Time to be paid (new) must be entered on all separation transactions, except S49 transactions for positive pay employee's or if salary per is 'M', pay frequency is 'S' and either CBID is 'R18' or agency is State Printing Plant (Agency Code 330). Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the time to be paid (new) (Item 606) is documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.63 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 606-17 TTBP (NEW) OCCURS MORE THAN ONCE

ACTION: Time to be paid (new) can only be entered once on a separation or miscellaneous change transaction. Take one or more of the following steps to resolve the audit error:

1. Verify that the time to be paid (new) (Item 606) is documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 606-18 TTBP (NEW) OCCURS MORE THAN ONCE

ACTION: Time to be paid (new) can only be entered once on an appointment transaction unless processing an immediate pay appointment transaction. Take one or more of the following steps to resolve the audit error:

1. Verify that time to be paid (new) (Item 606) and immediate pay (Item 615) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 606-19A NONE OF TTBP PAY PERIODS EQUAL EFF. DATE PAY PERIOD

ACTION: If time to be paid (new) is entered for multiple pay periods, then the first pay period shown must equal the pay period for the transaction effective date. Take one or more of the following steps to resolve the audit error:

1. Verify that the effective date (Item 210), pay period (Item 605) and time to be paid (new) (Item 606) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.64 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 606-19B NONE OF TTBP PAY PERIODS EQUAL APPT. EXP. DATE PAY PERIOD

ACTION: If time to be paid (new) is entered for multiple pay periods, then the last pay period shown must equal the pay period for the appointment expiration date. Take one or more of the following steps to resolve the audit error:

1. Verify that the appointment expiration date (Item 416), pay period (Item 605) and time to be paid (new) (Item 606) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 606-19C PAY IMMEDIATE MUST BE PRESENT

ACTION: Immediate pay must be entered if time to be paid (new) is entered more than once. Take one or more of the following steps to resolve the audit error:

1. Verify that the pay period (Item 605), time to be paid (new) (Item 606) and immediate pay (Item 615) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 606-20 PAY PERIOD ENTERED WITHOUT CORRESPONDING TTBP

ACTION: For each occurrence of pay period, a corresponding time to be paid (new) must be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the pay period (Item 605) and time to be paid (new) (Item 606) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.65 (New.02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 606-21 TTBP (NEW) MUST BE PRESENT ON 565

ACTION: For a 565 transaction, if the salary per is 'M' and job injury code is 2, 4, 5 or 6, then time to be paid (new) must be entered, unless pay frequency is 'S' and agency is State Printing Plant (Agency Code 330) or CBID is R18. Take one or more of the following steps to resolve the audit error:

1. Verify that the job injury code (Item 565) and time to be paid (new) (Item 606) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 607-01 TTBP (OLD) MUST NOT BE PRESENT FOR OTHER THAN SALARY PER OF (M)

ACTION: If salary per is not 'M', then time to be paid (old) must not be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the salary per (Item 310) and time to be paid (old) (Item 607) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 607-02 TTBP (OLD) HOURS/TENTHS DISAGREES WITH PART TIME FRACTION

ACTION: If time base is numeric, then time to be paid (old) cannot be more than the fractional equivalent of 8 hours (i.e., time base is 001/002; time to be paid (old) cannot exceed 3 hours 90 hundredths). Take one or more of the following steps to resolve the audit error:

1. Verify that the time base (Item 405) and time to be paid (old) (Item 607) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.66 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	607-03 TTBP (OLD) HUNDREDTHS INVALID FOR SALARY PER
ACTION:	<p>If salary per (Item 310) on the prior record is 'M', then the last digit of the time to be paid (old) hundredths field must equal zero (i.e., 50). Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the salary per (Item 310) and time to be paid (old) (Item 607) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	607-04 TTBP (OLD) HOURS INVALID FOR SALARY PER (M) OR (D)
ACTION:	<p>If salary per (Item 310) on the prior record is 'M' or 'D', then time to be paid (old) hours cannot exceed 7. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the salary per (Item 310) and time to be paid (old) (Item 607) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	607-05 TTBP (OLD) HOURS INVALID FOR CLASS TYPE (L)
ACTION:	<p>If employee is in a statutory exempt position, then time to be paid (old) must equal zero. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122) and time to be paid (old) (Item 607) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.67 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 607-06 TTBP (OLD) DAYS INVALID FOR SALARY PER (H)

ACTION: If salary per (Item 310) on the prior record is 'H', then time to be paid (old) days must be zero or an alphabetic character. Take one or more of the following steps to resolve the audit error:

1. Verify that the salary per (Item 310) and time to be paid (old) (Item 607) days are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 607-07 TTBP (OLD) DAYS CANNOT CONTAIN ALPHA UNLESS (ITEM 955) IS PRESENT

ACTION: If an alphabetic character is entered in time to be paid (old) days, then the multiple hourly rate must be reflected on the prior record. Take one or more of the following steps to resolve the audit error:

1. Verify that the time to be paid (old) (Item 607) days and multiple hourly rate (Item 955) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 607-08 TTBP (OLD) DAYS MUST CONTAIN ALPHA WHEN (ITEM 955) IS PRESENT

ACTION: If the prior record reflects a multiple hourly rate, then time to be paid (old) days must contain an alphabetic character. Take one or more of the following steps to resolve the audit error:

1. Verify that the time to be paid (old) (Item 607) days and multiple hourly rate (Item 955) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.68 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	607-09 TTBP (OLD) INVALID FOR SALARY PER (O OR U)
ACTION:	<p>If salary per (Item 310) reflects an 'O' or 'U' on the prior record, then time to be paid (old) days must not be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the salary per (Item 310) and time to be paid (old) (Item 607) days are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	607-10 TTBP (OLD) OCCURS MORE THAN ONCE
ACTION:	<p>If time to be paid (old) days does not contain an alphabetic character, then time to be paid (old) days can only be entered once. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the time to be paid (old) (Item 607) days is documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	607-11 TTBP (OLD) MUST BE PRESENT
ACTION:	<p>Time to be paid (old) must be entered when time to be paid (new) is entered and employee is appointed to a different position number or salary per or pay frequency or salary rate within the same pay period as a previous transaction posted on the EHDB. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the position number (Item 120-123), salary per (Item 310), pay frequency (Item 315) and time to be paid (old) (Item 607) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.69 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 607-12 TTBP (OLD) MUST BE ENTERED DUE TO EFFECTIVE DATE

ACTION: Time to be paid (old) must be entered if the transaction has an effective date in the same pay period as a previous transaction posted on the EHDB and immediate pay is entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the transaction effective date (Item 210), time to be paid (old) (Item 607) and immediate pay (Item 615) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 607-13 TTBP (OLD) MUST BE ENTERED DUE TO SEP. TTBP SUBSTANTIATION

ACTION: If the separation time to be paid substantiation is entered, then time to be paid (old) must be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the time to be paid (old) (Item 607) and separation time to be paid substantiation (Item 958) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 607-14 TTBP (OLD) MUST NOT BE COMPLETED

ACTION: If immediate pay is entered on an appointment transaction, then time to be paid (old) must not be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the time to be paid (old) (Item 607) and immediate pay (Item 615) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.70 (Rev. 05/08)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 620-01 LUMP SUM SICK LEAVE MUST NOT BE PRESENT

ACTION: Lump sum sick leave must not be entered unless transaction code is an S71 and sick leave at retirement (Item 888) is not entered or employee is not in a statutory or exempt teacher or California Conservation Corps position. Take one or more of the following steps to resolve the audit error:

1. Verify that the lump sum sick leave (Item 620) and sick leave at retirement (Item 888) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 620-02 LUMP SUM SICK LEAVE DAYS INVALID FOR HOURLY EMPLOYEE

ACTION: If salary per is 'H', then lump sum sick leave days must equal zero or an alphabetic character. Take one or more of the following steps to resolve the audit error:

1. Verify that the salary per (Item 310) and lump sum sick leave (Item 620) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 620-03 LUMP SUM SICK LEAVE HOURS INVALID FOR PART TIME FRACTION

ACTION: If time base is numeric, then lump sum sick leave hours cannot equal or exceed the fractional equivalent of 8 hours (i.e., time base is 001/002; lump sum sick leave cannot exceed 3 hours 90 hundredths). Take one or more of the following steps to resolve the audit error:

1. Verify that the time base (Item 405) and lump sum sick leave (Item 620) hours are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.71 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 620-04 LUMP SUM SICK HOURS INVALID FOR SALARY PER EQUAL TO 'M' OR 'D'

ACTION: If salary per is 'M' or 'D', then lump sum sick leave hours cannot equal or exceed 8 hours. Take one or more of the following steps to resolve the audit error:

1. Verify that the salary per (Item 310) and lump sum sick leave (Item 620) hours are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 621-01 LUMP SUM VACATION MUST NOT BE PRESENT

ACTION: If employee is in an exempt teacher or statutory position, then lump sum vacation must not be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the lump sum vacation (Item 621) days is documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 621-04 LUMP SUM VACATION DAYS INVALID FOR HOURLY EMPLOYEE

ACTION: If salary per is 'H', then lump sum vacation days must equal zero or an alphabetic character. Take one or more of the following steps to resolve the audit error:

1. Verify that the salary per (Item 310) and lump sum vacation (Item 621) days are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.72 (Rev. 05/08)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 621-05 LUMP SUM VACATION HOURS INVALID FOR PART-TIME FRACTION

ACTION: If time base is numeric and lump sum vacation days does not equal 99, then lump sum vacation hours cannot equal or exceed the fractional equivalent of 8 hours (i.e., time base is 001/002; lump sum sick vacation cannot exceed 3 hours 90 hundredths). Take one or more of the following steps to resolve the audit error:

1. Verify that the time base (Item 405) and lump sum vacation (Item 621) days and hours are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 625-01 LUMP SUM EXTRA HOURS MUST NOT BE PRESENT

ACTION: If employee is in an exempt teacher, statutory or California Conservation Corps position, then lump sum extra hours must not be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the lump sum extra hours (Item 625) is documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 625-02 LUMP SUM EXTRA HOURS DAYS MUST BE ZERO OR ALPHA FOR HOURLY EMPLOYEE

ACTION: If salary per is 'H', then lump sum extra days must be zero or an alphabetic character. Take one or more of the following steps to resolve the audit error:

1. Verify that the salary per (Item 310) and lump sum extra hours (Item 625) days are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.73 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 625-03 LUMP SUM EXTRA HOURS INVALID FOR PART-TIME EMPLOYEE

ACTION: If time base is numeric and lump sum extra hours days does not equal 99, then lump sum vacation hours must not equal or exceed the fractional equivalent of 8 hours (i.e., time base is 001/002; lump sum extra hours cannot exceed 3 hours 90 hundredths). Take one or more of the following steps to resolve the audit error:

1. Verify that the time base (Item 405) and lump sum vacation hours and days (Item 621) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 630-01 LUMP SUM PAY CODE MUST BE PRESENT

ACTION: If lump sum unit and/or lump sum serial are entered, then the lump sum payment code must be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the lump sum payment code (Item 630), lump sum unit (Item 635) and lump sum serial (Item 636) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 630-02 LUMP SUM UNIT OR LUMP SUM SERIAL MUST BE PRESENT

ACTION: If lump sum payment code is entered, then the lump sum unit and/or lump sum serial must be entered. Take one or more of the following steps to resolve the audit error message:

1. Verify that the lump sum payment code (Item 630), lump sum unit (Item 635) and lump sum serial (Item 636) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.74 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	630-03 LUMP SUM PAY CODE MUST NOT BE PRESENT
ACTION:	<p>If lump sum sick leave or lump sum vacation or lump sum extra hours are not entered, then lump sum payment code must not be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the lump sum vacation (Item 620), lump sum sick leave (Item 621), lump sum extra hours (Item 625) and lump sum pay code (Item 630) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	655-01 MONTHLY DEDUCTION (ITEM 656) MUST BE PRESENT
ACTION:	<p>If first/final deduction amount is entered on an appointment transaction, then the monthly deduction amount must also be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the first/final deduction amount (Item 655) and monthly deduction amount (Item 656) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	655-02 MONTHLY DEDUCTION (ITEM 656) MUST NOT BE PRESENT
ACTION:	<p>If first/final deduction amount is entered on a separation transaction, then monthly deduction amount must not be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the first/final deduction amount (Item 655) and monthly deduction amount (Item 656) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

CS/EXEMPT AUTOMATED AUDITS

ERROR:	715-01 SERVICE PAY PERIOD IS INVALID FOR EFFECTIVE DATE OF TRANSACTION
ACTION:	<p>The service pay period and transaction effective date must be within the same pay period. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the service pay period (Item 715) and transaction effective date (Item 210) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	715-02 TIME BASE IS INVALID FOR SERVICE PAY PERIOD
ACTION:	<p>If service pay period is entered, then time base must be full-time or fractional. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the time base (Item 405) and service pay period (Item 715) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	715-03 SERVICE PAY PERIOD MUST EQUAL N WITH DATE PRESENT
ACTION:	<p>If processing a 715 transaction, the service pay period code must equal 'N' (non-qualifying) unless the employee is on NDI leave. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the transaction code (Item 205) and service pay period (Item 715) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance. <p>NOTE: Employment History Audit 715-03 has been temporarily suspended for the duration of the furlough program.</p>

ERROR:	715-04 SERVICE PAY PERIOD MUST EQUAL Q
ACTION:	<p>If processing a 715 transaction for an employee on NDI leave, then the service pay period code must equal 'Q' (qualifying). Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the transaction code (Item 205) and service pay period code (Item 715) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	851-01 ALTERNATE RANGE CRITERIA (ITEM 851) MUST BE PRESENT
ACTION:	<p>If the alternate range code is other than 'A' or 'Z' and class code or alternate range code is changing, then the alternate range criteria must be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122), alternate range code (Item 335) and alternate range criteria (Item 851) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	851-02 ALTERNATE RANGE CRITERIA (ITEM 851) NOT VALID FOR THE CLASS
ACTION:	<p>The alternate range criteria must equal the alternate range criteria in the online Payscale for the class. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122), alternate range code (Item 335) and alternate range criteria (Item 851) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.77 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 851-03 ALTERNATE RANGE CRITERIA (ITEM 851) MUST NOT BE PRESENT

ACTION: If the alternate range code is blank, then the alternate range criteria must not be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the alternate range code (Item 335) and alternate range criteria (Item 851) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 863-01 INTERMITTENT HOURS EXPECTED (ITEM 863) MUST BE PRESENT

ACTION: If time base is 'INT' (Intermittent), salary per is 'H' or 'D' and appointment tenure is 'P' (Permanent) or 'T' (Temporary) or 'L' (Limited Term), then intermittent hours expected must be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the salary per (Item 310), time base (Item 405), appointment tenure (Item 410) and intermittent hours expected (Item 863) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.78 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR: 863-02 INTERMITTENT HOURS EXPECTED (ITEM 863) MUST NOT BE PRESENT

ACTION: If time base is other than 'INT' (Intermittent) or appointment tenure is 'R' (Retired Annuitant) and legal reference for annuitant is not Government Code 21228, then intermittent hours expected must not be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the time base (Item 405), appointment tenure (Item 410), intermittent hours expected (Item 863) and legal reference for annuitant (Item 864) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 864-01 LEGAL REFERENCE FOR ANNUITANT (ITEM 864) MUST BE PRESENT

ACTION: If the appointment tenure is 'R' (Retired Annuitant), then legal reference for annuitant must be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410) and legal reference for annuitant (Item 864) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: 864-02 LEGAL REFERENCE FOR ANNUITANT (ITEM 864) MUST NOT BE PRESENT

ACTION: If the appointment tenure is other than 'R', then legal reference for annuitant must not be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the appointment tenure (Item 410) and legal reference for annuitant (Item 864) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.79 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

<p>ERROR: 867-01 LIMITED TERM JUSTIFICATION (ITEM 867) MUST BE EQUAL TO 5 OR 8</p>
<p>ACTION: If processing a consecutive limited term appointment to the same time base and position, and the total number of months of both appointments is more than 12 months, then the limited term justification must equal code 5 or 8. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the number of months (Item 415) and limited term justification (Item 867) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
<p>ERROR: 867-02 LIMITED TERM JUSTIFICATION (ITEM 867) MUST BE PRESENT</p>
<p>ACTION: If the appointment tenure is 'L' (Limited Term) and class is a non-testing or limited term class, then limited term justification must be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the appointment tenure (Item 410) and limited term justification (Item 867) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
<p>ERROR: 867-03 LIMITED TERM JUSTIFICATION (ITEM 867) MUST BE PRESENT</p>
<p>ACTION: If appointment tenure is 'T' (TAU) and number of months is not numeric, and class is not a non-testing or limited term class, then limited term justification must be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122), appointment tenure (Item 410), number of months (Item 415) and limited term justification (Item 867) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.80 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	878-01 TAU CLEARANCE (ITEM 878) MUST BE PRESENT
ACTION:	<p>If appointment tenure is 'T' (TAU), then temporary authorization clearance must be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the appointment tenure (Item 410) and temporary authorization clearance (Item 878) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	878-02 TAU CLEARANCE (ITEM 878) MUST NOT BE PRESENT
ACTION:	<p>If the appointment tenure is other than 'T' (TAU), then the temporary authorization clearance must not be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the appointment tenure (Item 410) and temporary authorization clearance (Item 878) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	891-01 INDETERMINATE SERVICE (ITEM 891) MUST BE PRESENT
ACTION:	<p>If time base is 'IND' (Indeterminate), then indeterminate service must be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the time base (Item 405) and indeterminate service (Item 891) code are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.13.81 (New 02/98)

CS/EXEMPT AUTOMATED AUDITS

ERROR:	891-02 INDETERMINATE SERVICE (ITEM 891) MUST NOT BE PRESENT
ACTION:	<p>If time base is other than 'IND' (Indeterminate), then indeterminate service must not be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the time base (Item 405) and indeterminate service (Item 891) code are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	895-01 ACADEMIC DAYS NOT WORKED (0895) MUST BE PRESENT
ACTION:	<p>If the employee is in an exempt teacher classification used by one of the Dept. of Education's special schools and effective date is other than the first day of the academic pay period, then the academic days not worked must be entered.</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122), agency code (Item 120) and effective date (Item 210) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	957-01 OTHER ELIGIBILITY SUBSTANTIATION CODE 25 IS REQUIRED FOR THIS CLASS
ACTION:	<p>If the Footnote for the class/range in the on-line Payscales is '36', then the other eligibility substantiation code '25' must be entered. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none">1. Verify that the class code (Item 122) and other eligibility substantiation code (Item 957) are documented correctly and keyed correctly on the transaction.2. Terminate the update and re-key the transaction.3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.



10.14 (Rev. 02/98)

TRANSACTIONS KEYING EXCEPTIONS

Listed below are exceptions to the normal procedures for keying out-of-sequence packages:

EXAMPLE #1

A void and reenter with the SAME EFFECTIVE DATE:

Line 12 Employment History

10/01/90 335
08/01/90 A20

The A20 effective 8/01/90 should have been an A21 transaction effective the same day.

- (A) The void should be keyed in the normal manner then the flag must be cleared before the A21 reenter is keyed.
- (B) Key the A21 reenter and the remaining Padded PARS if any in the out-of-sequence package.
- (C) Since the A21 reenter is out-of-sequence the flag must be cleared again (after all Padded PARS in the package have been keyed) to reactivate the record.

KEYING PROCESS

10/01/90 335 (this transaction is ok)
CLF
08/01/90 A21
CLF
08/01/90 A20V

EXAMPLE #2

When there is only ONE transaction on the data base and it will be voided because another transaction with a later effective date is being entered:

Line 12 Employment History

CURRENT STATUS	525-527-1126-010	OFF ASST I (GEN)
10/01/90 A01 P	525-527-1126-010	OFF ASST I (GEN)



10.14.1 (Rev. 02/98)

TRANSACTIONS KEYING EXCEPTIONS (Cont.)

An A01 transaction effective 10/01/90 has been processed. It is the only transaction on the data base for this employee. The personnel office has just been informed that the employee's effective date should have been 10/15/90.

(A) TURNAROUND PAR (A01 void)

- In item 005, the sequence number will be 2 of 2. This will be the last PAR in the package to be keyed.
- In item 010, line through the document processing number and enter 0002.
- The letters CLF will be entered in item 205 (along with A01V).

(B) PADDED PAR (A01 reenter)

- In item 005, the sequence number will be 1 of 2. This will be the first PAR in the package to be keyed.
- In item 010, use the document processing number that was shown on the turnaround PAR (0001 in this case).
- In item 450, enter 3/1. The 3 will be keyed on the prompter screen and the 1 on the update screen.

(C) KEYING ORDER

- The padded PAR will be keyed first (1 of 2) using DPN 0001.
- The turnaround PAR will be keyed last (2 of 2) using DPN 0002.
- Key the necessary clear flag information using DPN 9999.

KEYING PROCESS

CLF

10/01/90 A01V (2 of 2)

10/15/90 A01 (1 of 2)



10.15 (Rev. 05/97)

EAR UPDATE

```

PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION
TYPE  --SSA#--  -POSITION #-
PAR
EAR
RST
HIST
PSN
OR IF UPDATE IS DESIRED, ENTER PSD FILE REFERENCE # 841000100
AND FILL IN THE APPROPRIATE INFORMATION BELOW
TYPE  --SSA#--  -POSITION #-  ---TRANSACTION CODES---  -DOC-  EMLY
      NUMBER      STATUS
PAR
EAR  111223333  E03,  E04,  ;
RST
RQST
CORRECTED TRANS ID (960)  -  -  -

```

PROMPTER
SCREEN

Information entered on the prompter screen identifies to the computer the record you wish to update and the transaction(s) to be processed.

The system will only allow you to update records for employees currently employed with your department or last employed with your department.

Key in the following information:

- PSD FILE REFERENCE #
- SSA #
- TRANSACTION CODE(S)---As many as three transaction codes may be keyed at one time. Transaction codes used for an EAR update are:

- E01 - New Employee
- E02 - Separation/Disposition of CalPERS Contributions
- E03 - Withholding Allowance Change
- E04 - Address Change
- E05 - Name Change
- E07 - Birthdate Correction

After verifying the information you have keyed, press ENTER to receive the EAR update screen.

10.16 (Revised 01/08)

EAR Update is accomplished by keying information on one update screen. EAR items appear on the screen in the same order as they appear on the document.

KEYING EAR (FORM 686) ITEMS:

NAME CHANGE: Special-keying instructions for returning employees following a permanent separation, with a new name and history is on the database. To ensure the name is generated correctly on the PAR and NOPA, follow these instructions.

Returning to **SAME** appointing power:

- First, key the EAR transactions (E01 and E05)
- Before keying the PAR, bump up the Document Processing Number (DPN), PAR Item 010, by one. Then key the PAR.

Returning to **DIFFERENT** appointing power:

- First, key the PAR document using the most current Document processing Number (DPN), PAR Item 010.
- Then Key the EAR transaction (E01 and E05).
NOTE: A "SECURITY VIOLATION" message will be generated by the system if the department tries to process the EAR prior to updating the PAR.

Although the name change will reflect on the system when the EAR is keyed after the PAR, the new name will not print out on the PAR document until a subsequent PAR transaction is processed.

When adding additional withholding, process the last name as one work, i.e. Omally, Dangelo. This will prevent the system from rejection the deductions.

FEDERAL: MARITAL, TOTAL, and LOCK:

Prior to keying in this area, refer to Section 5 (IRS LOCK-IN LETTERS AND EAR PROCESSING) for IRS lock-in requirements/restrictions.

MARITAL: Key in S for single, M for Married

TOTAL: Key total number of allowances (Exemptions)

LOCK: This field can only be updated by PPSD. PPSD will key the maximum marital status and total allowances authorized by the IRS in the LOCK field upon receipt of an IRS lock-in determination letter. PPSD will also update the MARTIAL, TOTAL, and EXEMPT FROM WITHHOLD / NON-TAXABLE WAGES fields as a result of the IRS lock. PPSD will remove the lock values upon receipt of an IRS letter superseding the lock.

FEDERAL ADDL DEDUCTION:

If a decimal point is not keyed, amount will be considered whole dollars.

Maximum value is 9999.99

STATE ADDL DEDUCTION

If a decimal point is not keyed, amount will be considered whole dollars.

Maximum value is 999.99

(continued on next page)

10.16.1 (Rev. 01/08)

KEYING EAR (FORM 686) ITEMS: (Cont.)

SPECIAL:

MARITAL: Key in S for single, M for married, H for head of household.
REG: Key number of Regular Allowances.
ADDL: Key number of Additional Allowances

EXEMPT FROM WITHHOLD/NON-TAXABLE WAGES

Prior to keying in this area, refer to Section 5 (IRS LOCK-IN LETTERS AND EAR PROCESSING) for IRS lock-in requirements/restrictions.

Key in E for Exemption from Withholding N for Non-taxable wages.
For deceased employee: Key N for Permanent Exemption from withholding.

EMPLOYEE ADDRESS

Punctuation is not necessary. If address exceeds 28 characters, abbreviate in a manner that will ensure mail delivery.

CITY AND STATE

Do not abbreviate city.
State must be abbreviated. Refer to PAM Appendix IV for State Reporting Codes.
Punctuation is not necessary

ZIP CODE

If nine digits, key the first five digits only.

BIRTHDATE

Will only display for E07 (Birth date Correction) transactions. Precede single digits with numeric zeroes.

LAST EMPLOYED:

STATE SEP. DATE - Punctuation and special characters are not allowed. Precede single digit with numeric zero. May be left blank if date is unknown.

PUBLIC SEP. DATE - Punctuation and special characters are not allowed. Precede single digit with numeric zero. May be left blank if date is unknown.



10.17 (Rev. 05/97)

KEYING SEPARATION
EAR (FORM STD. 687) ITEMS:

SECTION C

Separation Date and Type of Separation are not keyed.

SECTION D

REFUND

Key in X.

REFUND/ROLLOVER

Key in X.

LEAVE CONTRIBUTIONS/
SERVICE ON DEPOSIT

Key in X.

I AM ACCEPTING
EMPLOYMENT WITH CITY,
COUNTY, ETC.

Key in X.
Key in name of new CalPERS employer if known. Punctuation and special characters are not allowed.

SECTION E

CALIFORNIA STATE TAX
WITHHOLDING

If the "yes" box is marked, key in a Y.

If the "no" box is marked, key in an N.

*If left blank, key in a B.

*If the employee does not complete this section, a "B" must be entered in this field. *A "B" should only be entered if an "X" is not entered in Section D, Refund or Refund/Rollover.* When a "B" is entered, the following will occur:

For California state residents - the 2% State income tax will automatically be withheld;

For non-California state residents - the 2% State income tax will not be withheld.

SECTION F

EMPLOYEE ADDRESS

Punctuation is not necessary.
If address exceeds 28 characters, abbreviate in a manner that will ensure mail delivery.



10.17.1 (Rev. 05/97)

KEYING SEPARATION
EAR (FORM STD. 687) ITEMS:

CITY AND STATE

Do not abbreviate city.
State may be abbreviated per the standard
zip code directory.
Punctuation is not necessary.

ZIP CODE

If nine digits, key the first five digits only.

SECTION H

EMPLOYEE UNAVAILABLE

Key in X if coded on the document OR if
Section D is blank.

LAST DATE OF
CONTRIBUTIONS

Precede single digits with numeric zeroes.

PAM

10.18 (New 06/91)

HIGHLIGHT CONDITION

A highlighted field title indicates an error has been made in that field. When this occurs:

- Move cursor to highlighted field.
- Correct the information.
- Press ENTER.

If you are not sure why the field is highlighting, refer to KEYING EAR ITEMS above to see if there are any special requirements for keying in that field.

TAD AUDIT ERROR MESSAGE

A message received on the "TAD AUDIT ERROR DECISION SCREEN" indicates an error has been made on the transaction. To review data you have keyed:

- Key a "C" in OPERATOR CODE.
- Press ENTER. (This returns the update screen.)
- Make correction.
- Press ENTER.

If you cannot determine what caused the message, refer to "KEYING EAR ITEMS" to see if there are any special requirements for keying the transaction.

NOTE: If Section D is blank on a Separation EAR (Form 687), you must key an "X" in EMPLOYEE UNAVAILABLE.

TERMINATING A TRANSACTION

To terminate a transaction you are updating, press the PA1 key or logoff.

SUCCESSFUL UPDATE

If your transaction has successfully updated, the prompter screen will automatically reappear with the message "RECORD HAS BEEN SUCCESSFULLY ADDED TO THE DATA BASE". After receiving this message, write your initials and the date in the KEYED BY box A-03 on EAR Form 686 or; REVIEWER'S SIGNATURE box on Separation EAR Form 687.

ERRORS FOUND AFTER UPDATE

If you discover an error on a transaction you have updated, refer to the procedures on the following page.



10.19 (Rev. 02/98)

RESOLVING TRANSACTION CODING OR KEY ENTRY ERRORS ON EAR
TRANSACTIONS

Listed below are procedures to follow if a transaction coding error or key entry error is discovered on an EAR transaction.

ERROR:	NAME CHANGE KEYED BY DEPARTMENT; SHOULD HAVE BEEN KEYED BY PPSD.
ACTION:	Call the Liaison Unit for instructions.
ERROR:	PSD REFERENCE NUMBER
ACTION:	Call the Liaison Unit for instructions.
ERROR:	TAX INFORMATION
ACTION:	<ol style="list-style-type: none">1. NEVER correct key errors to tax information on the same date they are keyed.2. Complete another EAR for a Withholding Allowance Change (E03) transaction.<ol style="list-style-type: none">A. Complete Sections "C" and "E" using information from original EAR.B. Enter the following statement on the Employee Signature line: "KEY ERROR-REFER TO PSD REFERENCE NUMBER (<u>show number of original EAR</u>)".C. Complete Reviewer Signature, Date and Phone Number.3. Refer to the Civil Service Decentralization Calendar to determine if the error was keyed on a payroll cycle day.<ol style="list-style-type: none">A. If the error was keyed on a date <u>WITH</u> a payroll cycle, the correction may be keyed the <u>next day</u>.B. If the error was keyed on a date with <u>NO</u> payroll cycle, the correction must be held until the <u>day after the next payroll cycle day</u>.4. Assign a new PSD Reference Number on the day the EAR will be keyed and key the transaction.



10.19.1 (Rev. 02/98)

ERROR: EAR (FORM 686) - OTHER THAN TAX INFORMATION

ACTION: 1. Same date as keyed

A. Complete another EAR

- PSD REFERENCE NUMBER - use same number assigned to original EAR if correction will be keyed today. (If not, refer to instructions in #2 below.)
- TYPE OF CHANGE - Enter "X" in the box that applies for the type of information you need to correct. This will not always be the same as shown on original EAR. For example, if address was keyed incorrectly on an E01 transaction, the correcting EAR would be documented as an E04 (Address Change) transaction.
- Complete those sections required for the type of change being documented using information from original EAR.
- Enter "KEY ERROR" on the Employee Signature line.
- Complete Reviewer Signature, Date and Phone Number.

B. Key the transaction.

2. Different date than keyed

A. Complete another EAR

- TYPE OF CHANGE - Enter "X" in the box that applies for the type of information you need to correct. This will not always be the same as shown on original EAR. For example, if address was keyed incorrectly on an E01 transaction, the correcting EAR would be documented as an E04 (Address Change) transaction.
- Complete those sections required for the type of change being documented using information from original EAR.
- Enter the following statement on Employee Signature Line: "KEY ERROR-REFER TO PSD REFERENCE NUMBER (show number of original EAR)".

Complete Reviewer Signature, Date and Phone Number.

B. Assign a new PSD Reference Number on the day the EAR will be keyed and key the transaction.



10.19.2 (Rev. 02/98)

ERROR: SEPARATION EAR (FORM 687) - ADDRESS ONLY

ACTION: 1. Same date as keyed

A. Complete an EAR (Form 686)

- PSD REFERENCE NUMBER - use same number assigned to separation EAR if correction will be keyed today. (If not, refer to instructions for #2 below.)
- TYPE OF CHANGE - Enter "X" in the Address Change box.
- Complete those sections required for an Address Change using information from the Separation EAR.
- Enter "KEY ERROR" on Employee Signature line.
- Complete Reviewer Signature, Date and Phone Number.

B. Key the transaction.

2. Different date than keyed

A. Complete an EAR (Form 686)

- TYPE OF CHANGE - Enter "X" in the Address Change box.
- Complete those sections required for an address change using information from Separation EAR.
- Enter the following statement on Employee Signature line:
"KEY ERROR-REFER TO PSD REFERENCE NUMBER (show number of Separation EAR)".
- Complete Reviewer Signature, Date and Phone Number.

B. Assign a new PSD Reference Number on the day the EAR will be keyed and key the transaction.

(Revised 02/98)

ERROR: SEPARATION EAR (FORM 687) - OTHER THAN ADDRESS

- ACTION:**
1. Same date as keyed
 - A. Complete another Separation EAR (Form 687).
 - PSD REFERENCE NUMBER - use same number assigned to original Separation EAR if correction will be keyed today. (If not, refer to instructions for #2 below.)
 - Complete all sections that were completed on the original Separation EAR, exactly as they were completed.
 - Enter "KEY ERROR" on Employee Signature line.
 - Complete Reviewer Signature, Date and Phone Number.
 - B. Key the transaction.
 2. Different date than keyed
 - A. Complete another Separation EAR (Form 687).
 - Complete all sections that were completed on original Separation EAR, exactly as they were completed.
 - Enter the following statement on Employee Signature line: "KEY ERROR-REFER TO PSD REFERENCE NUMBER (show number of original Separation EAR)".
 - Complete Reviewer Signature, Date and Phone Number.
 - B. Assign a new PSD Reference Number on the day the Separation EAR will be keyed and key the transaction.

ERROR: EAR-01 FEDERAL MARITAL OR FEDERAL TOTAL MUST BE PRESENT

- ACTION:** If either marital status or tax exemptions total is entered, then both must be entered. Take one or more of the following steps to resolve the audit error:
1. Verify that the marital status (Item 3310) and tax exemptions total (Item 3330) are documented correctly and keyed correctly on the transaction.
 2. Terminate the update and re-key the transaction.
 3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

DECENTRALIZED PROCEDURES

10.19.4

(Revised 05/10)**ERROR: EAR-02 SPECIAL MARITAL, REGULAR, AND/OR SPECIAL ADDITIONAL MUST BE ENTERED****ACTION:** If regular allowances for state and/or allowances itemized deductions state are entered, then marital status state must be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the regular allowances state (Item 3361), allowances itemized deductions state (Item 3370) and marital status state (Item 3311) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: EAR-03 EXEMPTION FROM WITHHOLDING IS INVALID**ACTION:** If marital status state, additional state tax, or additional federal tax is entered, then exemption from withholding tax must not be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the marital status state (Item 3311), additional state tax (Item 3380), additional federal tax (Item 3385) and exemption from withholding (Item 3390) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR: EAR-04 IRS LOCK IN EFFECT – SUBMIT DOCUMENT TO PPSD FOR PROCESSING (NEW 05/10)**ACTION:** If record contains an IRS Lock then any tax withholding changes must be processed by Personnel/Payroll Services Division. Take the following steps to resolve the audit error:

1. Verify the federal and state tax withholdings are equal to the IRS lock or will result in a greater tax withholding amount.
2. Submit EAR to PPSD for processing. Transaction cannot be keyed by departments.

ERROR: EAR-05 EMPLOYEE STREET, CITY, STATE AND ZIP MUST ALL BE ENTERED IF ANY ARE ENTERED**ACTION:** If any part of the employee's address is entered, then street, city, state and zip code must all be entered. Take one or more of the following steps to resolve the audit error:

1. Verify that the street (Item 3101), city and state (Item 3102) and zip code (Item 3103) are documented correctly and keyed correctly on the transaction.
2. Terminate the update and re-key the transaction.
3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

(New 05/10)	DECENTRALIZED PROCEDURES	10.19.5
ERROR:	EAR-06 140-01 INVALID BIRTH DATE (NEW 09/03)	
ACTION:	<p>If entered, the difference between BIRTH DATE (Item 140-01) and CURRENT DATE (Today's Date) must be greater than 13 years and must be less than 85 years. Take one or more of the following steps to resolve the audit error:</p> <ol style="list-style-type: none"> 1. Verify that the birth date (Item 140-01) is documented correctly and keyed correctly on the transaction. 2. If the employees birth date is correct and the audit message is received, then terminate the update and re-key the transaction. 3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance 	
ERROR:	EAR-07 IRS LOCK IN EFFECT – VERIFY CHANGES COMPLY WITH IRS LOCK-IN LETTER (NEW 05/10)	
ACTION:	<p>If record contains an IRS Lock then the federal and state tax withholdings should equal the IRS value or generate a greater tax withholding. NOTE: This error message will only be received by Personnel/Payroll Services Division staff.</p>	

PAM

10.22 (New. 02/01)

RST UPDATE

PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION

TYPE --SSA #-- -POSITION #-

PAR

EAR

RST

HIST

PSN

OR IF UPDATE IS DESIRED, ENTER PSD FILE REFERENCE # 0000000000000

AND FILL IN THE APPROPRIATE INFORMATION BELOW

TYPE --SSA #-- -POSITION #-- ----TRANSACTION CODES----- -DOC- EMBLY
NUMBER STATUS

PAR

EAR

RST 111223333

RO1C

9999

RQST

CORRECTED TRANS ID (960) 000-210-1111-3333

The RO1C can be documented and key entered on the data base, but only as a part of the out-of-sequence carry forward process.

If the retirement account code information is changing, contact PPSD, Civil Service Liaison Unit.

Key the following information:

- PSD File Reference #
- SSA #
- POSITION # - ONLY when employee has additional position(s).
- TRANSACTION CODE -- Key only RO1C.
- DOCUMENT NUMBER -- Use number written in Item 005 or 010 on Padded PAR.
- CORRECTED TRANS ID (960) -- Key Par Item 960 for correcting transaction.

After verifying the information you have keyed, press ENTER.

PAM

10.22.1 (New 02/01)

RETIREMENT SYSTEM TRANSACTION UPDATE SCREEN

=====

RETIREMENT SYSTEM TRANSACTION TRANS CODE: RO1C

EFF DATE MM / DD / YY

EMPLOYEE / MEMBER INFORMATION

SOUNDEX	SSA NUMBER	LAST NAME	FIRST & INITIAL
M-000	111-22-3333	JONES	INDY ANA

EMPLOYMENT INFORMATION

POSITION NUMBER
000-111-2222-333

RETIREMENT INFORMATION

SYSTEM	SURVIVOR	SS/MED	ACC	CODE RET	RATE	SAFETY
PERS-1	NO	YES		45	.0500	MIS

SEPARATION INFORMATION

TYPE	EFF DATE
REGULAR	01/01/00



10.23 (Rev. 08/94)

ROST - DUPLICATE PAR REQUEST

```

PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION-
TYPE  --SSA #--  -POSITION #-
PAR
EAR
RST
HIST
PSN
OR IF UPDATE IS DESIRED, ENTER PSD FILE REFERENCE #
AND FILL IN THE APPROPRIATE INFORMATION BELOW
TYPE  --SSA #--  -POSITION #-  -----TRANSACTION CODES-----  -DOC-  EMBLY
                                           NUMBER  STATUS
PAR
EAR
RST
RQST  111223333
CORRECTED TRANS ID (960)  -  -  -

```

A duplicate PAR can only be requested for an employee currently employed or last employed with your department.

Key in the following information:

- SSA #
- POSITION # if employee has more than one position sequence on the data base, key in the current position number of the appropriate position sequence.

Press ENTER to receive REQUEST VERIFICATION SCREEN.

NOTE: The message "200-061 SSN ON INACTIVE FILE - CONTACT PERSONNEL TELEPHONE LIAISON UNIT" will display if employee is on the INACTIVE EHDB.

PAM

10.24 (Rev. 03/00)

REQUEST VERIFICATION

PERSONNEL SERVICES DIVISION		
SSA#	REQUEST VERIFICATION	POSITION NUMBER BIRTH
	FULL NAME	AGY-UNT-CLAS-SER DATE
111-22-3333	DEE DEBRA D	549-013-1103-001 03-25-40

AFTER VERIFYING THE SELECTION, FILL IN THE APPROPRIATE INFORMATION BELOW:

TYPE	CHECK (MAX 4)
PAR	X
RST	
HIST	
NOPA	
ROUTE TO	
AGENCY/DEPT	
051	000

1. The request verification screen has a dual function, one is to request a duplicate PAR. Two it is used as part of the clear flag (CLF) process to generate an updated PAR when an out-of-sequence transaction package has been processed.

DUPLICATE PAR REQUEST

- ▶ Key an "X" to the right of PAR.

NOTE: DO NOT USE RST, HIST AND NOPA. (To request a duplicate NOPA, contact Personnel Operations Liaison Unit.)

- ▶ If the PAR is to be routed to an agency other than the one shown on the screen, "ROUTE TO AGENCY/DEPT" must be completed by keying in the desired agency and department code. *

(In the example above, the PAR will automatically be routed to Agency 051, which has no department code, NOT to agency 549).

- ▶ Press ENTER.

OUT-OF SEQUENCE CLF PROCESS

- ▶ Once the CLF procedure has been followed on the prompter screen the Request Verification screen will automatically be displayed.
- ▶ Key an "X" to the right of PAR.
- ▶ Press ENTER.

PAM

10.24.1 (New 06/91)

If the request was accepted the message "REPORT SCHEDULED AS REQUESTED" will display on the bottom line of the prompter screen.

If the request was NOT accepted the message, "REQUEST FOR REPORT CONDITIONALLY ACCEPTED. EMPLOYEE OUT OF SERVICE" will display on the bottom line of the prompter screen. Call Personnel Operations Liaison Unit (322-6500 or ATSS 492-6500) for assistance.

*If routing PAR to another agency, please advise contact at receiving agency to alert whoever passes out their TAD PARs to be expecting TAD from another agency. We frequently have these PARs returned to us because the receiving agency did not think it belonged to them and was not aware someone in the office was waiting for it!!

PAM

10.25 (Rev. 11/00)

EMPLOYMENT HISTORY DATA BASE RESTORE PROCESS

GENERAL INFORMATION

In July 1991 the Employment History Data Base (EHDB) was split into 2 files - THE ACTIVE AND INACTIVE EHDB. The split became necessary due to the continuing growth of the EHDB and the potential for the ACTIVE EHDB reaching maximum capacity. Periodically, the ACTIVE EHDB is scanned and certain records are moved to the INACTIVE EHDB file.

The criteria for moving the records to the INACTIVE EHDB is:

SSN's on the ACTIVE FILE for employees who have been separated (not actually employed) for more than 5 years and not paid as a CSU Student Assistant within the last 18 months.

INQUIRY PROCESS

The inquiry process is available against records on either the INACTIVE or ACTIVE EHDB. However, if inquiry is made to a record and the record is on the INACTIVE EHDB, the selected record will display the message "RECORD IS ON THE INACTIVE FILE". The message will display on the PAR, EAR, RST and PSN screens. The message will not display on the HIST (Employee History Summary) screen but will display on the Employee History Types screens.

UPDATE PROCESS

For update purposes, an employee's record must be on the ACTIVE EHDB. If an attempt is made to update a record on the INACTIVE EHDB, the message "200-061 SSN ON INACTIVE FILE - CONTACT PERSONNEL TELEPHONE LIAISON UNIT" will display on the prompter screen.

If a duplicate PAR is requested and the record is on the INACTIVE EHDB, the message "200-061 SSN on the Inactive File - Contact Personnel Telephone Liaison Unit", will display on the RQST screen.

RESTORE REQUESTS

On an on-going basis, Personnel Operations processes requests from agencies to restore records from the INACTIVE EHDB to the ACTIVE EHDB. The process is identified on the Decentralized User's Calendar as "EHRESTORE". The EHRESTORE is scheduled every Monday and Wednesday night. The EHRESTORE process is not processed when the following conditions exist:

(continued on next page)

PAM

10.25.1 (Rev. 11/00)

EMPLOYMENT HISTORY DATA BASE RESTORE PROCESS (CONT.)

1. If Monday falls on a holiday, semi-monthly payroll cutoff, master payroll cutoff or the last work day of the month, the EHRESTORE process will not be run.
2. If Wednesday falls on a holiday, on semi-monthly, or master payroll cutoff, the EHRESTORE is scheduled the next day (Thursday).
3. If Thursday is a holiday, the next EHRESTORE is processed the following Monday, except as noted in 1.

Requests to restore EHDB records to the ACTIVE EHDB may be made by either the losing or the gaining agency and must be received by Personnel Operations Liaison Unit by 12:00 Noon of the date the EHRESTORE process is scheduled. (See the Decentralized User's Calendar.) Requests received after this cut-off time will be processed in the next EHRESTORE.

Requests must be made to:

Personnel Operations Liaison Unit
(916) 322-6500 or CALNET 492-6500

Please have employee name and SSN readily available before placing your call.

Additional Information:

The gaining agency may give the Liaison Unit the information needed to request a PAR at the time they call to have the record placed back on the ACTIVE EHDB file.



10.26 (Rev. 08/94)

PAR INQUIRY

PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION

TYPE	--SSA #--	-POSITION #-
PAR	11223333	
EAR		
RST		
HIST		
PSN		

ACCESS

This category can only be accessed for employees who are currently employed with your department or who were last employed with your department.

To access PAR information:

- key in employee SSA#
- if employee has additional position(s) on the data base, key in current position number for the record you wish to access.
- press ENTER.

DISPLAY

Current PAR information is displayed on three "pages" of screens and is formatted in the same order as the PAR document.

- The first (PAR 1) screen displays information from PAR Lines 1 through 4.
- The second (PAR 2) screen displays information from PAR Lines 5 and 6.
- The third (PAR 3) screen displays information from PAR Lines 7 through 10.

NOTE: The message "RECORD IS ON THE INACTIVE FILE" will display on each page if employee is on the INACTIVE EHDB.

PAGING

After receiving the PAR 1 screen, press ENTER to advance to the next screen.

You may also skip pages in any direction by entering the appropriate page number (1, 2 or 3) in the PAGE NUMBER field and then pressing ENTER.

To return to the prompter screen, press the PA1 key.



10.27 (Rev. 08/94)

EAR INQUIRY

PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION		
TYPE	--SSA #--	-POSITION #-
PAR		
EAR	111223333	
RST		
HIST		
PSN		

ACCESS

This category can only be accessed for employees who are currently employed with your department or who were last employed with your department.

To access EAR information:

- key in employee SSA#
- press ENTER

DISPLAY

Current EAR information is displayed on one screen and is formatted in the same order as the EAR document.

NOTE: The message "RECORD IS ON THE INACTIVE FILE" will display if employee is on the INACTIVE EHDB.

To return to the prompter screen, press the PA1 key.



10.28 (Rev. 08/94)

RST INQUIRY

PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION

TYPE	--SSA #--	-POSITION #-
PAR		
EAR		
RST	111223333	
HIST		
PSN		

ACCESS

This category can only be accessed for employees who are currently employed with your department or who were last employed with your department.

To access RST information:

- key in employee SSA#
- if employee has additional position(s) on the data base, key in current position number for the record you wish to access.
- press ENTER.

DISPLAY

Current RST (Retirement System Transaction) information is displayed on one screen and is formatted in the same order as the RST document used by PERS/PPSD.

NOTE: The message "RECORD IS ON THE INACTIVE FILE" will display if employee is on the INACTIVE EHDB.

To return to the prompter screen, press the PA1 key.



10.29 (Rev. 08/94)

HIST - PAR HISTORY INQUIRY

PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION

TYPE	--SSA #--	-POSITION #-
PAR		
EAR		
RST		
HIST	111223333	
PSN		

USE PAR history is used to inquire employment history records and to verify that out-of-sequence transactions posted correctly and confirm that the employee's record has been reactivated.

ACCESS This category can only be accessed for employees who are currently employed with your department or who were last employed with your department.

To access PAR HISTORY:

- key in employee SSA#
- if employee has additional position(s) on the data base, key in current position number for the record you wish to access
- press ENTER

DISPLAY HISTORY SUMMARY SCREEN The Employee History Summary displays from one (15 lines) to nine (135 lines) pages of PAR transactions posted on the employee's record. (NOTE: PAR transaction codes 105, 440, 445, 455 and 705 do not post on this screen; see page 10.34).

Codes which may display to the left of the effective date are defined as follows:

- A = transaction keyed by PPSD under special conditions
- I = transaction initiated for conversion to PIMS
- * = transaction keyed out-of-sequence; record is out-of-service

Transaction Code Suffixes (fourth character of the transaction code) are defined as follows:

- C = corrected transaction
- D = deleted transaction; system generated when transaction is corrected with suffix "C"; does not print on turnaround PAR
- E = eliminated transaction; initiated by PPSD only; does not print on turnaround PAR

(continued on next page)



10.29.1 (Rev. 08/94)

DISPLAY
HISTORY
SUMMARY
SCREENS (cont.)

F = fixed transaction; initiated by PPSD only; "F" attaches to transaction being corrected; does not print on turnaround PAR

V = voided transaction

For transactions keyed by PPSD, the PSD Reference Number begins with the last two digits of the year and julian date a transaction was received at PPSD, followed by a four-digit sequential number.

EMPLOYEE HISTORY SUMMARY										PAGE 09 OF 09			
SSA#	111-22-3333	NAME	DEE	AGY-UNT-CLAS-SER	SPB	AGENCY	DEE	D	ENT DATE	PSD REF #	HISTORY	SPB	ID
	03/14/83	A01	111-714-9581-900	YA/N	REC	CTR	03/30/83	830810694	BAG	CF			
	01/01/83	MSA	111-734-9579-002	YA/N	REC	CTR	12/30/82	823639990	B				
	07/01/82	335	111-734-9579-002	YA/N	REC	CTR	08/04/82	822160009	BA				
	06/01/82	345	111-734-9579-002	YA/N	REC	CTR	07/16/82	821940192	B				
	05/01/82	A01	111-734-9579-002	YA/N	REC	CTR	06/02/82	821450203	BAG	FD			
	02/01/82	345	111-734-9579-900	YA/N	REC	CTR	02/09/82	820361631	B				
	01/01/82	A01	111-734-9579-900	YA/N	REC	CTR	01/15/82	820130433	BAG	FD			
	07/01/81	GEN	111-734-9579-900	YA/N	REC	CTR	07/10/81	811929990	B				1
	12/24/80	A01	111-734-9579-900	YA/N	REC	CTR	01/06/81	810060162	BAGHCF				1
	07/31/80	R01	380-724-9459-968	YOUTH	AUTH		10/29/80	802970517	H				
	07/31/80	A34	380-724-9459-968	YOUTH	AUTH		09/02/80	802400307	BAGH	D			
	07/01/80	GEN	380-724-7089-968	YOUTH	AUTH		07/11/80	801939999	B	D			
	01/31/80	SIS	380-724-7089-968	YOUTH	AUTH		01/28/80	800289990	B	D			
	10/31/79	S05	380-724-7089-968	YOUTH	AUTH		11/13/79	793111202	AGH				
	07/31/79	A34	380-724-7089-968	YOUTH	AUTH		10/15/79	792780169	BAGHCFDI				

-----H I S T O R Y T Y P E S-----

A = APPT C = EMP COND E = REEMP COND G = APPT CERT I = GEN PAYROLL
 B = SALARY D = SERVICE F = SEPARATION H = RETIREMENT J = SEP PAYROLL

SELECT DETAIL SELECT HISTORY TYPES: OR MANUAL AUDITS

120-012 'ADDITIONAL HISTORY AVAILILABLE'--CONTACT PPSD REP.

After you receive page 1 of the Employment History Summary, the system allows you to view additional History Summary screens through page 9. You may scroll forward using one of two methods:

1. Press ENTER to scroll from page to page sequentially or
2. Move your cursor to the number following "PAGE" in the upper right-hand corner of the screen. Enter the desired page number as two characters (e.g., PAGE "09" of 09 and press ENTER. The system will page directly to page 09.)

NOTE: The system only allows entry of page numbers 01-09.

WARNING: THE SYSTEM DOES NOT ALLOW PAGING BACKWARDS WITHIN THE HISTORY SUMMARY SCREENS. ALL ATTEMPTS TO PAGE BACKWARDS WILL RETURN TO PAGE 01. ADDITIONALLY, ANY AND ALL TRANSACTIONS PREVIOUSLY SELECTED FOR VIEWING/PRINTING WILL BE LOST AND MUST BE MANUALLY ENTERED AGAIN.

PAM

10.29.2 (Rev. 08/94)

DISPLAY
HISTORY
SUMMARY
SCREENS (cont.)

To return to the prompter screen, press the PA1 key.

To select History Type information, continue to the next page.



10.30 (Rev. 08/94)

SELECT HISTORY TYPES

The History Type screens display specific PAR items for each transaction selected from the Employee History Summary screens. History Types may be selected from only one page or from multiple pages of History Summary.

TO ACCESS HISTORY TYPES FROM ONLY ONE PAGE OF HISTORY SUMMARY:

EMPLOYEE HISTORY SUMMARY											PAGE 04 OF 05	
SSA#	111-22-3333	NAME	DEE	DEE D	HISTORY		SPB		ID			
EFF DATE	TRAN	AGY-UNT-CLAS-SER	SPB	AGENCY	PSD	REF #	TYPES			ID		
01/28/87	565C	111-734-9579-002	YA/N	REC CTR	07/20/88	882000354	A C			IJ		
01/28/87	565D	111-734-9579-002	YA/N	REC CTR	10/05/87	872780244	A C			IJ		
01/28/87	565D	111-734-9579-002	YA/N	REC CTR	03/20/87	360797002	B					
07/01/86	SAL	111-734-9579-002	YA/N	REC CTR	07/10/86	861900300	B					
07/01/86	GEN	111-734-9579-002	YA/N	REC CTR	07/03/86	861849999	B					
01/01/86	GEN	111-734-9579-002	YA/N	REC CTR	01/04/86	860049999	B					
07/01/85	GEN	111-734-9579-002	YA/N	REC CTR	09/20/85	852659999	B					
X	10/31/84	A03	111-734-9579-002	YA/N	REC CTR	11/20/84	843203272	BA				
X	07/01/84	GEN	111-714-9581-900	YA/N	REC CTR	08/17/84	842299999	B				
X	07/01/84	A02	111-714-9581-900	YA/N	REC CTR	07/19/84	842001190	BAG	F			
	07/01/84	505	111-714-9581-900	YA/N	REC CTR	07/11/84	841939999	B	H			
	04/01/84	GEN	111-714-9581 900	YA/N	REC CTR	04/07/84	840979999	B				
	01/01/84	GEN	111-714-9581-900	YA/N	REC CTR	01/06/84	840069999	B				
	01/01/84	MSA	111-714-9581-900	YA/N	REC CTR	12/29/83	833639990	B				
	A09/13/83	A01	111-714-9581-900	YA/N	REC CTR	09/22/83	832592022	BAG	F			

-----H I S T O R Y T Y P E S-----

A = APPT C = EMP COND E = REEMP COND G = APPT CERT I = GEN PAYROLL
 B = SALARY D = SERUCE F = SEPARATION H = RETIREMENT J = SEP PAYROLL

SELECT DETAIL X SELECT HISTORY TYPES: B A G OR MANUAL AUDITS

NOTE: In this example, History Types B, A and G are being requested for the A03 effective 10/31/84, GEN effective 07/01/84 and the A02 effective 07/01/84 from page 04 ONLY of the History Summary.

1. Go to the desired history summary page.
2. Enter an "X" to the left of each transaction you wish to research.
3. Enter an "X" to the right of "SELECT DETAIL" on the LAST input line of the screen.
4. Enter the desired History Type code(s) to the right of "HISTORY TYPES:" (Refer to the History Types Chart on page 10.32.)
5. Press ENTER.

Proceed to page 10.30.3 to access History Type information.



10.30.1 (Rev. 08/94)

SELECT HISTORY TYPES (cont.)

TO ACCESS HISTORY TYPES FROM MULTIPLE PAGES OF HISTORY SUMMARY; HISTORY TYPES WILL REMAIN CONSTANT FOR ALL TRANSACTIONS BEING RESEARCHED:

- 1. Enter an "X" to the left of each transaction you wish to research.

EMPLOYEE HISTORY SUMMARY PAGE 01 OF 05. Table with columns: SSA#, EFF DATE, TRAN, AGY-UNT-CLAS-SER, SPB AGENCY, ENT DATE, PSD REF #, TYPES, ID. Includes legend for history types (A=APPT, C=EMP COND, etc.) and a prompt: SELECT DETAIL _ SELECT HISTORY TYPES: _ _ _ _ _ OR MANUAL AUDITS _

Page 01 of 05--01/01/90 (GEN) and 06/12/89 (A20V);

- 2. Press ENTER to scroll forward to the next page OR enter the desired page number as two characters (e.g., PAGE "02 of 05").
- 3. Repeat steps 1 and 2 above, paging forward until all desired transactions are selected.

WARNING: THE SYSTEM DOES NOT ALLOW PAGING BACKWARDS WITHIN THE HISTORY SUMMARY SCREENS. ALL ATTEMPTS TO PAGE BACKWARDS WILL RETURN TO PAGE 01. ADDITIONALLY, ANY AND ALL TRANSACTIONS/HISTORY TYPES WILL BE LOST AND MUST BE MANUALLY ENTERED AGAIN.



10.30.2 (Rev. 08/94)

SELECT HISTORY TYPES (cont.)

EMPLOYEE HISTORY SUMMARY													PAGE 02 OF 05	
SSA#	111-22-3333	NAME	DEE				DEE D				HISTORY	SPB		
EFF DATE	TRAN	AGY-UNT-CLAS-SER	SPB	AGENCY	ENT DATE	PSD REF #	TYPES			ID				
X	12/22/87	565	111-734-9579-901	YA/N	REC CTR	02/08/88	880340288	C			IJ			
	12/02/87	565	111-734-9579-901	YA/N	REC CTR	02/05/88	880340288	A	C	IJ				
	12/01/87	565	111-734-9579-901	YA/N	REC CTR	01/04/88	873570153	C			IJ			
	11/01/87	120C	111-734-9579-901	YA/N	REC CTR	01/04/88	873570153							
	11/01/87	120D	111-734-9579-901	YA/N	REC CTR	11/03/87	363077001							
	09/30/87	565V	111-734-9579-002	YA/N	REC CTR	11/03/87	363077001	C			IJ			
	09/03/87	565C	111-734-9579-002	YA/N	REC CTR	12/24/87	873570153	A	C	IJ				
	09/03/87	565D	111-734-9579-002	YA/N	REC CTR	11/03/87	363077001	A	C	IJ				
	08/31/87	565C	111-734-9579-002	YA/N	REC CTR	03/15/88	880680078	C			IJ			
	08/31/87	565D	111-734-9579-002	YA/N	REC CTR	12/24/87	873570153	C			IJ			
	08/31/87	565D	111-734-9579-002	YA/N	REC CTR	10/28/87	363017002	C			IJ			
	07/30/87	565V	111-734-9579-002	YA/N	REC CTR	08/17/87	362297005	C			IJ			
	07/02/87	565C	111-734-9579-002	YA/N	REC CTR	10/20/87	872930224	A	C	IJ				
	07/02/87	565D	111-734-9579-002	YA/N	REC CTR	08/17/87	362297005	A	C	IJ				
	07/02/87	565D	111-734-9579-002	YA/N	REC CTR	08/17/87	362297005	A	C	IJ				

-----H I S T O R Y T Y P E S-----

A = APPT C = EMP COND E = REEMP COND G = APPT CERT I = GEN PAYROLL
 B = SALARY D = SERVCUE F = SEPARATION H = RETIREMENT J = SEP PAYROLL

SELECT DETAIL SELECT HISTORY TYPES: OR MANUAL AUDITS

page 02 of 05--12/22/87 (565); and

EMPLOYEE HISTORY SUMMARY													PAGE 03 OF 05	
SSA#	111-22-3333	NAME	DEE				DEE D				HISTORY	SPB		
EFF DATE	TRAN	AGY-UNT-CLAS-SER	SPB	AGENCY	ENT DATE	PSD REF #	TYPES			ID				
X	06/30/87	565C	111-734-9579-002	YA/N	REC CTR	10/20/87	872930224	C			IJ			
	06/30/87	565D	111-734-9579-002	YA/N	REC CTR	07/15/87	361967012	C			IJ			
	03/03/87	565C	111-734-9579-002	YA/N	REC CTR	10/20/87	872930224	A	C	IJ				
	03/03/87	565D	111-734-9579-002	YA/N	REC CTR	07/15/87	361967012	A	C	IJ				
	02/25/87	565	111-734-9579-002	YA/N	REC CTR	10/20/87	872930224	C			IJ			
	02/23/87	565	111-734-9579-002	YA/N	REC CTR	10/20/87	872930224	A	C	IJ				
	02/18/87	565C	111-734-9579-002	YA/N	REC CTR	10/20/87	872930224	C			IJ			
	02/18/87	565D	111-734-9579-002	YA/N	REC CTR	06/26/87	361777003	C			IJ			
	02/18/87	565D	111-734-9579-002	YA/N	REC CTR	04/30/87	361047005	C			IJ			
	02/18/87	565F	111-734-9579-002	YA/N	REC CTR	04/14/87	361057005	C			IJ			
	02/13/87	565C	111-734-9579-002	YA/N	REC CTR	10/20/87	872930224	A	C	IJ				
	02/13/87	565D	111-734-9579-002	YA/N	REC CTR	04/30/87	361047005	A	C	IJ				
	02/13/87	565F	111-734-9579-002	YA/N	REC CTR	04/14/87	361057005	A	C	IJ				
	02/02/87	565	111-734-9579-002	YA/N	REC CTR	10/20/87	872930224	C			IJ			
	01/30/87	565V	111-734-9579-002	YA/N	REC CTR	03/27/87	360867001	C			IJ			

-----H I S T O R Y T Y P E S-----

A = APPT C = EMP COND E = REEMP COND G = APPT CERT I = GEN PAYROLL
 B = SALARY D = SERVCUE F = SEPARATION H = RETIREMENT J = SEP PAYROLL

SELECT DETAIL SELECT HISTORY TYPES: OR MANUAL AUDITS

page 03 of 05--06/30/87 (565C).



10.30.3 (Rev. 08/94)

SELECT
HISTORY
TYPES
(cont.)

4. Enter an "X" to the right of "SELECT DETAIL" on the LAST input line of the LAST history screen containing desired history transactions.
5. Enter the desired History Type code(s) to the right of "HISTORY TYPE:" (Refer to the History Types Chart on page 10.32.)
6. Press ENTER.

In the examples above, history transactions were selected from multiple pages of the HISTORY SUMMARY SCREENS. History Types A and B were selected for ALL transactions being researched from pages one through three.

DISPLAY
HISTORY
TYPES
SCREENS

After you receive page 1 of the Employee History Types, the system allows you to view additional History Type screens. Unlike the Employee History Summary screens, paging forward and backward is easily accommodated within the Employee History Types screens, as follows:

1. Press ENTER to scroll from page to page sequentially or
2. Move your cursor to the number following "PAGE" in the upper right-hand corner of the screen. Enter the desired page number when moving forward or backward as three characters (e.g., PAGE "009" of 009. The system will page directly to page 009).

NOTE: The message "RECORD IS ON THE INACTIVE FILE" will display on each page if employee is on the INACTIVE EHDB.

To return to the Employee History Summary screen(s) from the Employee History Types screen(s):

- Move your cursor to the number following "PAGE" in the upper right-hand corner of the screen. Enter "000" in the page number and press ENTER. The system will return to page 01 of the Employee History Summary screen.

To return to the prompter screen, press PA1.



10.31 (Rev. 02/98)

ERROR MESSAGES

When selecting transactions and history type information from the Employee History Summary Screens, the following messages may appear:

ERROR:	130-007 NO SELECTION MADE - PLEASE MAKE A SELECTION
ACTION:	You've 'x'd the transaction to be researched, but neglected to select History Types. Select History Types, 'x' Select Detail and press ENTER to go to detail - OR Select History Types and press ENTER to progress to the next Employee History Summary screen - OR If on the last page of the Employee History Summary screen (e.g., Page 06 of 06), select History Types and press ENTER to go to detail - OR Press PA1 to return to the prompter screen.
ERROR:	130-002 NO HISTORY TRANSACTION SELECTED
ACTION:	You've reached the last available page of history summary but neglected to select a history transaction for research. Return to page one and scroll forward to select a history transaction(s)/history types requiring research - OR Press PA1 to return to the prompter screen.
ERROR:	100-001 INVALID PAGE NUMBER FOUND - REENTER VALID PAGE NUMBER
ACTION:	You've entered a page number which exceeds the number of pages available for selecting/viewing data. Enter a valid page number.

STATE OF CALIFORNIA
STD 800-A (Rev. 2-93)

PERSONNEL ACTION REQUEST

PLEASE PRINT CLEARLY OR TYPE—MAKE NO ENTRIES IN SHADED AREAS

005	SEQUENCE NUMBER _____ OF _____
010	DOCUMENT PROCESSING NUMBER _____

1

SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	POSITION NUMBER	DEPT CODE	CB ID	COUNTY CODE	OTHER POSITION	BIRTH DATE	ANNY. DATE
105	110	111	AGENCY UNIT CLASS SERIAL	120 121 122 A 123	124	125 AB 126 A 130	135	140	145 MM/YY

2

TRANSACTION CODE	EFFECTIVE DATE AND HOURS	EMPLOYMENT HISTORY REMARKS	ESTABLISHED EARNINGS	ESTABLISHED EARNINGS
205	210 MM/DD/YY	215 C	NO ID NO ID NO ID NO ID	351 BIJ 352

3

305 ACTUAL RATE	SALARY PER	PAY FREQ.	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHFT DIFF.	SPECIAL PAY	WWG	PAY LETTER #	PAY LETTER EXPIRATION DATE
B	B	BI	B	B	B	B	AB	B	B	B	A	A	A
310	315	320	325	330 MM/YY	335	340	345	350	355	358			

4

TIME BASE	APPT. TENURE	# MOS.	APPOINTMENT DATE	EXPIRATION HOURS	CERT. #	TYPE OF LIST OR EXMIT STAT	PROBATIONARY PERIOD	MCR APPROVAL	SEX	ETHNIC ORIGIN	PRIOR STATE SERVICE	DISABILITY CODE
AB	AB	A	A		AG	AG	A	G			D	
405	410	415	418	425	426	430	435	440	445	450	455	

5

ACCOUNT CODE	SAFETY MEMBER	SURVIVORS BENEFITS	SS/MED MEMBER	RETIREMENT RATE (%)	EXEMPT AUTHORITY	OATH NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE	JOB INCURRED INJURY
H	H	H	H	H	AFH	<input type="checkbox"/> I <input type="checkbox"/>	C	C	C	C
505	510	515	520	525	530	535	540	545	550	555

6

REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)	PAY NAMED	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM	SEPARATION EXPIRATION	FIXED MAINTENANCE
I	IJ	IJ	IJ	J	J	J	J	J	F	IJ
603	605 MM/YY	606 DAS HOURS	607 DAS HOURS	615	620 DAS HOURS	625 DAS HOURS	630	635	645	655

7

TOTAL STATE SERVICE	INTERMITTENT DATES AND HOURS	SERVICE PAY PERIOD	REEMPLOYMENT LIST CLASS	LOG NO.	REEMPLOY LIST ELIG
MOS HOURS AS OF	1) THRU THRU HRS 2) THRU THRU HRS 3) THRU THRU HRS	D	E	E	AEF
705	710 MM/YY	715 MM/YY	720	725	730

8

805	810	815	820	825	830	835
LINE 8 - SEE NEXT PAGE						

9

905	910
LINE 9 - SEE NEXT PAGE	

10

BACKUP INFORMATION	REMARKS	KEYED BY INITIALS	DATE
<input type="checkbox"/> ON FILE FOR AUDIT <input type="checkbox"/> ACFIJ SUBSTANTIATION IN REMARKS OR SEE ATTACHED			
			MM/DD/YY

11

FOR THE APPOINTING POWER For Agencies in State Payroll System: The foregoing additions to, deletions from, or changes in the original payroll roster of the herein named state agency are true, correct, and in accordance with law. As modified to date by payroll roster changes filed with the State Controller, to and including the within, said original payroll roster is true, correct, and in accordance with law. All persons added to the payroll roster, or whose status is modified by this payroll roster change were employed in approved established positions. Any oath required by Sections 3100-3109 of the Government Code has been taken and is on file in the employee's official file. Payment by the State when required under Sections 22825 and 22827 through 22829, inclusive, of the Government Code is hereby approved. Attendance data stated herein is correct, complete and in accordance with all laws and regulations.				CONCURRING APPOINTING POWER SIGNATURE(S)	
SIGNATURE:	DATE	PHONE	CONTACT PERSON		

HISTORY TYPE CHART

10.32 (Rev. 05/96)

PAM

PAR ITEM	HIST TYPE	HISTORY TYPE SCREEN FIELD DISPLAYS:	PAR ITEM	HIST TYPE	HISTORY TYPE SCREEN FIELD DISPLAYS:	PAR ITEM	HIST TYPE	HISTORY TYPE SCREEN FIELD DISPLAYS
122	A	CLASS TITLE	505	H	ACCT CODE	850	A	ADD POS SUBSTN 00/00/00
126	AB	EE CB ID	515	H	SAF	851	B	AL RG CR
130	A	CO	520	H	SUR	853	BG	COMMTMT 00/00/00
			525	H	OASDI	856	A	DMOTN REAS
215	C	EH REMARKS	530	H	RATE	857	A	EMER QULFY
			535	AFH	EX AUTH	858	G	LST CLEAR DT 00/00/00
305	B	AC SAL	545	I	OATH	859	G	LST FLG CLEAR
306	B	SALTOT	550	C	MEDCL	861	C	H&WB
310	B	PR	555	C	FINDT	863	AG	INT HRS EXP
315	BI	FREQ	560	C	LIC EXP 00/00/00	864	AI	LEGAL REF ANN
320	B	BPAY	565	C	JOBINJ INJDT 00/00/00	865	F	LOA/MIL
325	B	PLUS EXP 00/00/00		CI	SCIF DT 00/00/00	866	F	LOA/SPEC
330	B	AN				867	AG	LT JUST 00/00/00
335	AB	AR	603	F	REASON	869	A	RMPL DT 00/00/00
340	B	PR S	605	I	PAY PERD		E	ELG DT 00/00/00
345	B	SHD	606	U	TO PAY-NEW		F	LST DT 00/00/00
350	B	SPAY	607	U	TO PAY-OLD		G	REMP ELG 00/00/00
351	BU	ESTABLISHED EARNINGS	615	J	IMMED PAY	871	AF	RGRET
355	A	WWGRP	620	J	LUMP SUM-S/L	872	B	SAL INC CERT SAL INC DENIED
356	A	PL# - PL EXP 00/00/00		J	LUMP SUM-VAC	873	B	HAM SUBSTN
			625	J	LUMP SUM-EXTRA	874	F	CAUSE SUBSTN 00/00/00
405	AB	TB	630	J	LS PAY	876	B	2ND AN 00/00
410	AB	TEN	635	J	UNIT	878	AG	TAU CLEAR
415	A	#MO	636	J	SERIAL	879	A	TBSUBSTN
416	A	APEXP 00/00/00	645	F	SP EXP 00/00/00	880	J	TIME OF DEATH 00:00
425	AG	CERT	655	U	MAINT-FIRST/LAST	881	A	TRNG SUBSTN
426	AG	LST			MONTHLY	886	A	CLASS TITLE VARIATION
430	A	PROB END 00/00/00					E	CLASS VAR
450	D	PRSV	710	D	INT 00/00/00 THRU	888	F	SICK LV RET
					00/00/00	890	A	EMPLOY LOA
					00/00/00 THRU 00/00/00	891	D	IND SV
					00/00/00 THRU 00/00/00	892	A	LAST DA PAY
			715	D	SRVPP	895	J	ACADEMIC DA NOT WORK
			720	D	EARLIEST SEN 00/00/00*			
			725	E	REMP LST CLAS	950	A	REORG SUBSTN
			726	E	SEN LOG	951	G	APPT RESTRICT-SEX
			730	A	RMPL	952	ABF	HEAR DECIS //
				E	LST ELG	955	BI	MHR
				F	REMP LST ELG	957	A	OTHER SUBSTN
						958	J	SEP TIME PAID SUBSTN
						962	BJ	FIRE SEAS
							ACF	BKUP INFO
							U	

*SPECIAL PLUS DISPLAYS IN THE DATE FIELD
EXAMPLE: \$6.00 = 00/06/00

10.33 (Rev. 05/96)

PAM



10.34 (Rev. 08/94)

HIST - EAR HISTORY INQUIRY

```

PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION
TYPE      --SSA #--      -POSITION #-
PAR
EAR
RST
HIST      111223333      00000000000000
PSN

```

ACCESS

This category can only be accessed for employees who are currently employed with your department or who were last employed with your department.

To access EAR HISTORY:

- key in employee SSA#
- key 13 numeric zeroes under Position #
- press ENTER.

DISPLAY

EAR History is displayed on one screen and reflects up to the last 15 transactions posted on the employee's record.

EMPLOYEE HISTORY SUMMARY										PAGE 01 OF 01	
SSA#	111-22-3333	NAME	DEE	DEE D	HISTORY SPB						
EFF DATE	TRAN	AGY-UNT-CLAS-SER	SPB AGENCY	ENT DATE	PSD REF #	TYPES	ID				
12/12/89	MIS			12/12/89	363466006	G	IJ 1				
08/22/89	E01			08/22/89	892300124	G	IJ 1				
06/02/87	E03			06/02/87	361537008		1				
05/06/85	E03			05/06/85	851220006		1				
02/15/84	E04			02/15/84	840460478	G	IJ 1				
10/15/79	E01			10/15/79	792780170	G	IJ 1				

-----H I S T O R Y T Y P E S-----

A = APPT C = EMP COND E = REEMP COND G = APPT CERT I = GEN PAYROLL
B = SALARY D = SERUCE F = SEPARATION H = RETIREMENT J = SEP PAYROLL

SELECT DETAIL _ SELECT HISTORY TYPES: _ _ _ _ _ OR MANUAL AUDITS _

PAM

10.34.1 (Revised 08/10)

DISPLAY
(cont.)

Unlike PAR History Summaries/History Types, EAR History Types cannot be accessed. Attempts to access history can result in three messages:

130-002 "No History Transaction Selected"

130-007 "No Selection Made - Please Make A Selection"

130-005 "Invalid Request - Cannot Select Employee Related History"

To return to the prompter screen, press the PA1 key.

PAR transaction codes 105, 440, 445, 455 and 705 will post only on this screen.

Transaction code E06 is reserved for PPSD future use.

Transaction code MIS indicates that more than one type of action was processed on the EAR document.



10.35 (Rev. 08/94)

PSN INQUIRY

PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION
TYPE --SSA #-- -POSITION #-
PAR
EAR
RST
HIST
PSN

ACCESS

This category may be accessed for any employee on the data base.

To access PSN information:

- key in employee SSA#
- press ENTER.

DISPLAY

PSN information is displayed on one screen and reflects the following information for each position sequence the employee has on the data base:

POSITION NUMBER

SERV -- Identifies if employee's record is in-service or out-of-service.

Blank = record is in-service

C or P = record is out-of-service due to PPSD processing

S = record is out-of-service due to out-of-sequence processing.

SEP. -- Identifies if employee is current or separated.

Blank = actively employed

T = temporarily separated (on non-pay status)

S = permanently separated

DOC # -- Document Processing Number. Identifies the number of personnel actions that have been processed for the employee.

RETIREMENT ACCOUNT CODE

TIME BASE

NOTE: The message "RECORD IS ON THE INACTIVE FILE" will display if employee is on the INACTIVE EHDB.

To return to the prompter screen, press the PA1 key.



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DECENTRALIZED TELEPHONE CONTACTS

FOR ASSISTANCE CONCERNING:

CONTACT:

Abend Message or System/Equipment Problem

SDD Teleprocessing Hotline
(916) 324-6716
CALNET 454-6716

Requesting Additional Keying Time

Data Guidance
(916) 322-8087 - Bill Ware
CALNET 492-8087

(916) 322-8089 - Sharon Rubio
CALNET 492-8089

(916) 327-9755 - Ella Robinett
CALNET 467-9755

Password/User ID Problems

Information Security Office
(916) 322-8094
CALNET 492-8094

Keying PAR Transactions

Personnel Operations Liaison Unit *
(916) 322-6500
CALNET 492-6500

Keying EAR Transactions

Personnel Operations
Production Support Unit
(916) 322-8141
CALNET 492-8141

Restore a record from the INACTIVE EHDB to the ACTIVE EHDB (See page 10.25)

Personnel Operations Liaison Unit
(916) 322-6500
CALNET 492-6500

Decentralized Forms

Your Transactions Supervisor has been provided with a master set of forms. If the master has been lost or used, please contact Training Services and Security Section, Decentralization Training Unit at (916) 322-1245 or CALNET 492-1245.

* NOTE: For payroll questions, please call the Payroll Liaison Unit at 323-3081 or CALNET 473-3081. See PPM page A013.